2026

DNR SURFACE WATER GRANT APPLICANT GUIDE

SEPT 15: PRE-APPLICATION DEADLINE

NOV 15: FINAL APPLICATION DEADLINE

Trouble opening our forms? On a desktop or laptop computer right-click the form link and select “Save as,” “Download” or “Save target as.” Set the download location. After the file downloads, navigate to and right-click the filename. Select “Open with...” then “Adobe Reader”.

Bureau of Water Quality & Bureau of Community Financial Assistance

WI Department of Natural Resources

Summary of Changes for Fiscal Year 26-27

Note: November 15 falls on a Sunday in 2026, applications will be accepted through 11:59 p.m. on Monday, November 16, 2026 (SECTION 5).

CHANGES IN POLICY AND PRIORITIES

To find revisions within this document, search for **REV using:**

- **"CTRL+F" Function**
- **Find/Magnifying Glass button**
- **Or look for **REV** in the text**

1. The scoring criteria represented in the ranking sheet for **Aquatic Invasive Species (AIS) Planning** and **AIS Prevention** grants have been updated. (See APPENDIX A).
2. There is a new reimbursement form for **Clean Boats, Clean Waters (CBCW)** (See (APPENDIX F).
3. The threshold at which grantees are required to demonstrate cost containment measures for eligible costs has changed from $2,500 to $10,000.

CLARIFICATIONS

4. For both **Surface Water Education** and **AIS Planning** grants, if the applicant is also a Lake Monitoring and Protection Network (LMPN) grant partner, the education grant proposal must be for activities different from those listed in the LMPN agreement.
5. For **AIS Planning** grants, DNR will accept applications for lakes without a verified AIS if the lake is hydrologically connected via generally level surface water to a waterbody that does contain a verified AIS and the connected lakes are managed under a single plan.
6. For **Management Plan Implementation** grants proposing alum treatments, the department will require that a nutrient budget and analysis be conducted before the grant application is submitted (See SECTION 2).
7. The prioritization of **AIS Prevention** activities has been clarified.
8. Descriptions of the requirements for **Land Acquisition** grants have been revised for clarity (but no requirements have changed).

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SURFACE WATER GRANT PROGRAM GUIDANCE

SECTION 1: OVERVIEW

Purpose

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

(1) EDUCATION & PLANNING PROJECTS help communities understand surface water conditions, determine management goals, and develop strategic management plans.

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

For more details on the projects the Surface Water Grant Program supports, see Section 2. Grant Project Types.

Who can apply?

AUTOMATICALLY ELIGIBLE (NO ORGANIZATIONAL ELIGIBILITY APPLICATION REQUIRED):

- Counties
- Municipalities
- Other local units of government
- Inland lake protection and rehabilitation districts
- Natural resource agencies
- Tribal governing bodies
- Town sanitary districts
- Accredited colleges, universities, technical schools

MUST APPLY TO BE AN ELIGIBLE ORGANIZATION (**REFER TO APPENDIX J FOR QUALIFICATIONS**):

- Qualified lake associations
- Nonprofit conservation organizations
- Qualified school districts
- Qualified surface water management organizations
- Qualified river management organizations
- Qualified producer-led groups

The Department of Natural Resources (department; DNR) can help you determine whether your organization is eligible, see “Steps to securing a grant award” in this section. If you have not received written confirmation of your organization’s eligibility within the past 10 years or if you have made changes to your organization’s bylaws, you must submit an organization eligibility application prior to the final application deadline.

Funding

The Surface Water Grant Program provides over $6 million annually for eligible projects. Funding comes from the Water Resources Account of the Conservation Fund, drawing from boat gas tax revenues. There are three separate appropriations: lakes, rivers, and AIS. Lake funding is for inland waterbodies only, and wetlands eligible for lake funding must be connected to a lake ecosystem.

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

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

Grant Category	Project Type	Funding Cap	DNR Cost Share	Maximum Grant Term (yrs)	Public Access Required	Application Deadline
Education & Planning	Surface Water Education**	$5,000	67%	3	No	Nov. 15
Education & Planning	Lake, River & AIS Planning**	$10,000	67%	3	No	Nov. 15
Education & Planning	Comprehensive Management Planning for Lakes & Watersheds**	$25,000	67%	3	No	Nov. 15
Education & Planning	County Lake Grants**	$50,000	67%	3	No	Nov. 15
Management	Healthy Lakes & Rivers	$25,000	75%	3	No	Year-round
Management	Surface Water Restoration (Lakes)	$50,000	75%	3	Project-specific	Nov. 15
Management	Surface Water Restoration (Rivers)	$25,000	75%	3	No	Nov. 15
Management	Lake & Watershed Management Plan Implementation	$200,000	75%	3	Project-specific	Nov. 15
Management	River Management Plan Implementation	$50,000	75%	3	No	Nov. 15
Management	Ordinance Development	$50,000	75%	3	No	Nov. 15
Management	Clean Boats, Clean Waters (CBCW)**	Up to $24,000	75%	1	Project-specific*	Nov. 15
Management	AIS Prevention	Up to $24,000	75%	4	Project-specific*	Nov. 15
Management	AIS Early Detection & Response**	$25,000	75%	4	No	Year-round
Management	AIS Large-scale Population Management	$150,000	75%	3	Yes	Nov. 15
Management	AIS Small-scale Population Management	$50,000	75%	3	Yes	Nov. 15
Management	AIS Research & Demonstration	$500,000 (annually)	75%	3	No	Nov. 15
Management	Lake Fee Simple or Conservation Easement Land Acquisition	$200,000	75%	3	No	Nov. 15
Management	River Fee Simple or Conservation Easement Land Acquisition	$50,000	75%	3	No	Nov. 15
Management	Wetland Restoration Incentives	$10,000	100%	3	No	Nov. 15
Management	Lake Monitoring & Protection Network**	Allocation by County	100%	1	No	Nov. 15

*Public access is not required for AIS prevention projects addressing verified species listed as prohibited under ch. NR 40, Wis. Adm. Code.

**An applicant may seek multiple grant awards in a single cycle within these grant categories only. There is a $50,000 combined annual limit for education & planning per waterbody or per applicant.

Public access

To ensure your application will be deemed eligible, you must determine whether your waterbody of interest meets the minimum public boating access standards. If at any point prior to the grant agreement being fully executed it is discovered that the waterbody does not meet the requirements necessary to be eligible for the activities for which financial support is being sought, the application will be deemed ineligible.

Resource enhancement services cannot be supported with a Surface Water Grant on waterbodies that do not meet the minimum boating access standards per ch. NR 1.91, Wis. Adm. Code. "Resources enhancement services" means funding or activities that increase the recreational or environmental values of a waterway. This includes habitat development, the removal or other fish population management, aquatic plant management and any other services that increase the recreational or environmental values of a waterway.

Resource protection services can be supported with a Surface Water Grant on waterbodies that do not meet the minimum boating access standards per ch. NR 1.91, Wis. Adm. Code. However, lakes with public access will receive funding priority over those that do not. Resource protection services are activities that protect surface water and aquatic ecosystems, including nonpoint source water pollution management, lake planning, and certain lake management activities.

During the pre-application phase you must determine whether your waterbody of interest meets the minimum public access requirements. Ch. NR 1.91(4)(d), Wis. Adm. Code defines the minimum boating access standards required. Please refer to the code. If you are interested in pursuing financial support for enhancement activities and you suspect that the waterbody does not meet the minimum standards, contact your local biologist as soon as possible.

Grant cycle timeline

Section 1, Table 2. Surface water grant cycle timeline.

Date	Action
May 1	If applicable, confirm organization's eligibility to apply by contacting your local environmental grant specialist. Determine whether your waterbody meets the minimum boating access requirements.
July 1	Updated guidance and forms published on the Surface Water Grant webpage.
June - September	Identify project goals, objectives activities and methods. Develop a budget. Independently draft the pre-application.
September 15	Deadline: Submit your pre-application to DNRSurfaceWaterGrants@Wisconsin.gov. Your biologist will determine whether a pre-application meeting is required.
September - October	Work with your local biologist to refine and finalize the application. Complete application and attach all supporting documentation (e.g., authorizing resolution, project maps, letters of support, lab forms, etc.).
November 15	Deadline: Grant application signed and submitted by the authorized representative is due to DNRSurfaceWaterGrants@Wisconsin.gov.
February 15 (approximate)	Grant awards announced.
March 15	Start of grant period.

Steps to securing a grant award

Section 1, Figure 1. Seven steps to securing a Surface Water Grant

STEP 1: DETERMINE IF YOU ARE ELIGIBLE AND THE WATERBODY MEETS PUBLIC ACCESS REQUIREMENTS

Organizational Eligibility
This section does not apply to automatically eligible organizations.

If your organization does not have written confirmation of organizational eligibility dated within the past 10 years or if it has changed its bylaws, you must submit a grant eligibility application before the Nov. 15 grant application deadline to confirm your eligibility for grant funding. It is strongly recommended that you do so by May. To request an eligibility determination, submit the Grant Eligibility Application (Form 8700-380) and supporting documentation listed on the form to your local environmental grant specialist.

> **Opening forms:** On a desktop or laptop computer (not mobile device) right-click the form link and select "Save as," "Download" or "Save target as." Set the download location. After the file downloads, navigate to and right-click the filename. Select "Open with…" then "Adobe Reader". Start filling out the form to display new sections. More help is available here: https://dnr.wisconsin.gov/site/pdf.

If you are a county or county-designated agent participating in the Lake Monitoring & Protection Network, your program is different, please refer to Section 2: Lake Monitoring & Protection Network.

Public Access Requirements
Confirm that your waterbody meets the minimum requirements for public access, which is required by some grant subprograms.

Step 2: IDENTIFY PARTNERS

Collaboration is key to many good projects. Familiarize yourself with the surface water grant program and begin discussing your ideas with other stakeholders to gather ideas. The best projects are usually group efforts, so it pays to begin building relationships early. When you are sure you want to proceed and think you have the support of some key partners, proceed to step 3.

STEP 3: OUTLINE YOUR PROJECT

Next, start to develop your project. Grant programs are available to support a wide range of activities. Competitive projects will have a clear and compelling plan to protect or restore surface waters. If you want to take steps to improve a waterbody, but truly don't know where to start, this guidance document can help. You can also consult your local lake, stream or AIS biologist.

STEP 4: SUBMIT A PRE-APPLICATION

A pre-application is a rough draft of the contact, budget, and project narrative sections of your final application. See Section 3: Developing a Project, for more information on the pre-application. Your local lake, stream or AIS biologist will have limited time to assist prior to the Sept. 15 pre-

application deadline. The pre-application is used to connect you to local support; it is not considered during ranking, so do your best with the information you have available. Submit your pre-application by 11:59 p.m. on Sept. 15 to DNRSurfaceWaterGrants@Wisconsin.gov. AIS Research and Development applicants will submit a pre-proposal in lieu of a pre-application.

If you have received a Clean Boats, Clean Waters grant in the past, you are not required to submit a Clean Boats, Clean Waters pre-application. If you have received an LMPN grant in the past, you are not required to submit a LMPN pre-application. Returning LMPN applicants must simply notify their AIS biologist that they intend to apply by Sept. 15.

STEP 5: APPLY

The next step is to apply. First, prepare your budget: consider cost containment, how you will meet the cost-share requirements, and whether you will contract with a professional service provider. Details may be found in Section 4: Developing a Budget. Next, fill out the application by completing Form 8700-284 (or, for Clean Boats, Clean Waters grants, Form 8700-337). If you are a county or a county-designated agent seeking to participate in the Lake Protection and Monitoring Network, refer to Section 2: Lake Monitoring & Protection Network. If you are a researcher seeking to apply for an AIS Research and Demonstration Grant, refer to the information in Section 2: AIS Research and Demonstration.

Submit your application by 11:59 p.m. on Nov. 15 to DNRSurfaceWaterGrants@Wisconsin.gov. The department will review each application for completeness and eligibility. Eligible applications will move on to be evaluated for funding merit. Projects that align with the program's funding priorities are likely to receive funding. See Section 5: Submitting Your Application for more information.

STEP 6: APPLICATION RANKING

Your application will be reviewed and scored by an independent and anonymous group of experts. Three different people will review your application, note its strengths and weaknesses, and score the project using criteria established by grant type. See Section 6: Application Review & Ranking for more information. The scoring criteria used to determine funding priority vary by project and can be found in Appendix A: Application Ranking Sheets.

STEP 7: RECEIVE AWARD, ADMINISTER GRANT

If you are awarded a grant, your organization will enter into an agreement with the department. Your local biologist will write a scope statement referencing the activities and deliverables from your application and may include additional conditions. The grant start date will be March 15th. No costs may be incurred prior to that date. Be sure to keep good records. You should also maintain good communication with the department on project status and any changes. You will also need to manage your costs incurred, report on deliverables, and submit requests for reimbursements. See Section 7: Grant Award Process & Project Management.

A NOTE ON PARTNERSHIP

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

SECTION 2: GRANT PROJECT TYPES

REV Surface Water Education

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

PREREQUISITES

Eligible organization.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.

FUNDING

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

REIMBURSEMENTS

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

REV If the applicant is a county or designated agent with a Lake Monitoring and Protection (LMPN) agreement with the Department, the activities covered by a Surface Water Education grant must be different than those set out in the LMPN cooperative service agreement.

EXAMPLES OF ELIGIBLE EDUCATION GRANT PROJECTS

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

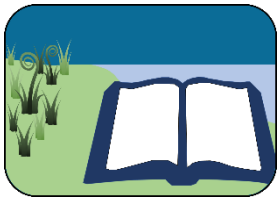
Aquatic Invasive Species Information & Education projects focus on AIS education & outreach. Grantees may collect data on AIS populations, focus on AIS identification, communicate information about threats and effects, address introduction pathways to prevent the spread, or control existing populations.

Training & Skill Development projects can help a grantee fund workshops or other training programs for volunteers or other participants.

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

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

REV Surface Water Planning – AIS



Surface water planning grants specific to AIS can be used to collect information related to verified aquatic invasive species or to develop or update an aquatic plant or AIS management plan that outlines management actions. AIS Planning projects must lay the groundwork to protect or improve surface water, prevent aquatic invasive species, or protect or improve aquatic ecosystems. Monitoring or planning activities should be focused on the verified AIS species present.

PREREQUISITES

Eligible organization.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.

REV If the applicant is a county or designated agent with a Lake Monitoring and Protection Network (LMPN) agreement with the Department, the activities covered by an AIS Planning grant must be different than those set out in the LMPN cooperative service agreement.

FUNDING

Grants may be awarded for up to 67% of total project costs, up to $10,000.
The maximum annual total of education and planning grants per waterbody or grantee is $50,000.

Lakes exceeding 475 littoral acres are eligible for multiple AIS Planning grants if necessary to accomplish goals; however, each application must contain unique activities and budgets.

REV DNR will accept applications for lakes without a verified AIS if the lake is hydrologically connected via generally level surface water to a waterbody that does contain a verified AIS and the connected lakes are managed under a single plan.

If multiple applications have tied scores and funding is insufficient to fund all projects, the department will offer applicants an identical percentage of their total request. Applicants can accept or decline these partial awards; no adjustment to project activities or budgets will be allowed.

REIMBURSEMENTS

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

EXAMPLES OF ELIGIBLE AIS SURFACE WATER PLANNING ACTIVITIES

Conduct Point-Intercept (PI) Survey to quantitatively assess the distribution and abundance of aquatic plants in lake ecosystems using the Aquatic Plant Baseline Aquatic Plant Monitoring Protocol (PUB-SS-1068 2010).

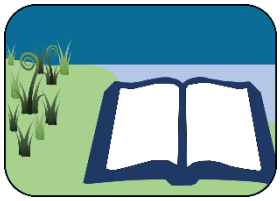
Conduct AIS Monitoring activities to inform planning and management efforts for a verified species. Activities may include sub-sample PI surveys, early- and late-season surveys, pre- and post-treatment surveys, meander surveys, wetland or species-specific surveys, genetic testing, etc. Program-approved protocols to be followed where applicable.

Data Collection activities attempt to understand ecological conditions and contribute to AIS planning and management. These projects collect, assemble, and/or analyze data on waterbodies and/or biological populations. Activities may include herbicide concentration monitoring or

completion of water quality assessments per Wisconsin Consolidated Assessment and Listing Methodology (WisCALM).

Develop or Update Aquatic Plant Management (APM) or AIS Management Plan that will result in a focused management plan to address a specific AIS management challenge or will update a management plan when necessary. See the list of required elements for management plans in Appendix B: Management Planning.

Surface Water Planning – Lakes and Rivers



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

PREREQUISITES

Eligible organization.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.

FUNDING

Grants may be awarded for up to 67% of total project costs, up to $10,000.
No more than 20% of the funding for a planning project may support education and outreach.
The maximum annual total of education and planning grants per waterbody or grantee is $50,000.
Two applications will be accepted per waterbody (lake, river, wetland, or portion thereof), however, each application needs to contain unique activities and budgets.

REIMBURSEMENTS

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

EXAMPLES OF ELIGIBLE SURFACE WATER PLANNING PROJECTS

Preparing to Plan projects can help take the first steps toward a management plan. Eligible projects are various. Projects might identify data gaps, collect new data, assess condition following the Wisconsin Consolidated Assessment and Listing Methodology (WisCALM), identify management challenges, assess historical management, and outline planning needs before starting.

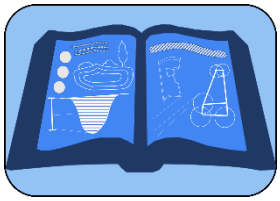
Develop or Update Management Plan projects will write a focused management plan to address a specific management challenge or will update any management plan when necessary. Updates to management plans that have been implemented will have priority over those that have not. See the list of required elements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

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

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

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

Comprehensive Management Planning for Lakes & Watersheds



A strategic plan can lay the foundation for good management decisions for years to come. A comprehensive management planning project will take an in-depth look at a waterbody or watershed to determine goals and recommendations to improve, protect, or restore conditions while providing strategic direction for selecting management actions and timelines for implementation. The plan will strive to better understand your community, its goals, and suggest actions to accomplish them. Funding is available for writing new plans and updating existing plans. For more details, see Appendix B: Management Planning.

PREREQUISITES

Eligible organization.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.

FUNDING

Grants may be awarded for up to 67% of total project costs, up to $25,000.
Phased planning projects may be undertaken simultaneously or in succession; each application must contain unique activities and budgets.
No more than 20% of the funding for a planning project may support education and outreach.
The maximum annual total of education and planning grants per waterbody or grantee is $50,000.

REIMBURSEMENTS

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

ELIGIBLE PROJECTS

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

The intent of these projects is to work toward implementable solutions to an already identified problem. Comprehensive plans will address in-water, shoreline, and watershed stressors, threats, and sources. See Appendix B: Management Planning.

CONDITIONS

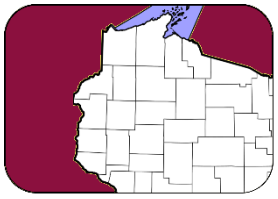
A description of the public review process, a summary of comments, and the steps the grantee will take to adopt the plan must be submitted along with the plan at the same time as the grantee requests final payment for the planning project.

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

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

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

County Lake



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

Counties and tribes are encouraged to utilize the department's Wonderful Waters of Wisconsin Action Plan which uses Healthy Watersheds, High-Quality Waters (HWHQW) modeling and assessment results as a framework to develop the county or tribal protection priorities.

In 2021, the DNR published a list of High-Quality Waters (HQW), including lakes, and Watershed Protection Priorities (HUC 12 scale) that represent our state's current priorities for protection activities. Full modeling and assessment information is available on the DNR HWHQW webpage.

County Lake Protection Grants are not intended to address AIS prevention or management.

PREREQUISITES

Applicants are limited to county governments and tribes.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.

FUNDING

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

REIMBURSEMENTS

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

HEALTHY WATERSHED

An area draining to a stream, lake or wetland where natural land cover supports the dynamic processes, habitat size and connectivity, and water quality conditions able to support healthy biological communities.

HIGH-QUALITY WATERS

Lakes, streams and rivers with *at least two* of the following attributes:

- unique or rare resource,
- attaining state water quality standards,
- or good-to-excellent biotic integrity.

Also included are unique wetlands and those with least disturbed or reference conditions.

ELIGIBLE PROJECTS

Planning and implementation projects may be included in a single grant application.

Develop or update a lake protection plan by working in cooperation with the department and utilizing the Action Plan and HWHQW modeling and assessment results. A lake protection plan shall have all of the following elements:

- HWHQW modeling and assessment results and, where necessary, updated basic lake information that can be used for future assessments. Data collection should be discussed with local biologist and only be collected if absent or incomplete.
- Identify lake protection priorities for the purposes of implementing a county lake protection project. These priorities should be taken directly from the HWHQW modeling and assessment results or, in the case where additional lake information has been collected,

added to the priorities if High-Quality Water criteria are met. For the purposes of identifying county lake protection projects, counties may classify a subset of those lakes that are most vulnerable to degradation, using the HWHQW vulnerability assessment; additional local threats may also be considered.

- A list of proposed activities for lake protection and a strategy for their implementation.

Implement protection projects on High-Quality Waters identified using HWHQW modeling and assessment results or identified in a lake protection plan. Activities eligible for funding are those identified in the Wonderful Waters of Wisconsin Action Plan or in a lake protection plan, limited to activities that are consistent with the goals of the surface water grant program. Example projects include:

- Activities that result in permanent protection such as conservation easements, deed restrictions, covenants, or land acquisition.
- Activities that incentivize landowners to protect high-quality lakes from degradation such as installing shoreland best practices, enrolling land in program-approved initiatives, natural flood management strategies, or completing stormwater-related practices to capture and filter runoff.
- Projects that develop and implement programs (other than information and education) that specifically address water quality protection (e.g., buffer incentive programs, shoreland restoration assistance, voluntary conservancies or deed restrictions, etc.).

Healthy Lakes & Rivers

Healthy Lakes & Rivers grants provide funding to qualified organizations to help facilitate the installation of practices on public or private property to improve habitat and water quality. They support five simple and inexpensive best practices including fish sticks, native plantings, diversions, rock infiltrations, and rain gardens. Practices must follow department guidelines published in the Healthy Lakes and Rivers Action Plan and supporting technical guidance. Detailed information is available on the Healthy Lakes & Rivers website.

PREREQUISITES

Eligible organization.
First-time applicants must provide design plans for approval to their local biologist prior to implementation.
Applications (Form 8700-035) are accepted year-round. No pre-application requirement.
One application may be submitted per fiscal year. Submit applications to DNRSurfaceWaterGrants@wisconsin.gov.

FUNDING

Grantees may receive up to $1,000 in state cost-share per practice, up to $25,000 total. At least 90% of the DNR cost share of a project must be spent on implementation. Administrative costs or technical assistance may make up no more than 10% of the state cost share, calculated on a per project basis.

REIMBURSEMENTS

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

ELIGIBLE PROJECTS

Best practices that may be supported under a Healthy Lakes & Rivers grant include fish sticks, native plantings, diversions, rock infiltrations, and rain gardens. Fish sticks are not eligible projects for rivers.

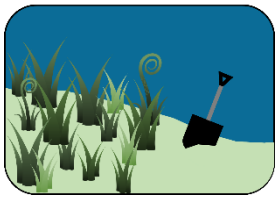
CONDITIONS

Operation and maintenance requirements are prescribed by the department and must be followed. A signed conservation contract indicating a commitment to operate and maintain the practices' function for at least 10 years must be obtained for all participating landowners. This does not need to be recorded at the register of deeds.

All practice locations must be within 1,000 ft of a lake ordinary high-water mark, a wetland that is part of an aquatic ecosystem, or the greater distance of 300 ft to a river or the landward side of a floodplain. Native plantings must begin at the typical water's edge (i.e. Ordinary High-Water Mark on a lake or the floodplain edge of a river).

Grantees may request a one-time cost amendment to add projects to an existing grant by submitting the Healthy Lakes and Rivers Grant Amendment Request (Form 8700-381). Total award cannot exceed $25,000.

Surface Water Restoration



Surface water restoration grants help implement protection and restoration actions. Unlike plan implementation grants, these projects *don't* require a management plan, however, shovel-ready projects shall follow the appropriate NRCS standards published in Appendix D: Surface Water Restoration. Applications shall be submitted with a project design plan.

PREREQUISITES

Eligible organization; see exceptions pertaining to Wetland Incentives below.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.
Restoration projects shall be submitted with a project design plan.
A recorded land use agreement or property manager's letter of intent, if the property is state-owned prior to applying.
Land use agreements must be recorded at the register of deeds in the county where the property is located (see Conditions).
Public access is required for projects that enhance in-water habitat.

FUNDING

Grants cover up to 75% of total project costs.
Up to $25,000 is available for river projects and $50,000 is available for lakes projects.
One application accepted per waterbody (lake, river, wetland, or portion thereof).
Wetland incentives are also available and do not require a local cost share; each incentive grant is $10,000 (see below).

REIMBURSEMENTS

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

EXAMPLES OF ELIGIBLE SURFACE WATER RESTORATION PROJECTS

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

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

In-Water Management projects protect or improve in-water conditions. Eligible activities include the installation of department-approved habitat structures, culvert or road crossing removal or modification and aquatic re-vegetation. For connectivity projects, see Appendix E: Surface Water Connectivity. Other projects are subject to department approval.

Wetland Restoration projects will help restore or enhance a prior converted or existing wetland. Projects must occur on hydric soils and implement the best practices for wetland restoration or enhancement. Projects must follow the NRCS standards for either Wetland Restoration (657) or Wetland Enhancement (659). Eligible activities included drainage tile disablement, ditch plugs and

fills, water level manipulation or vegetation enhancement, but these activities cannot be necessary to achieve mitigation standards. Projects that enhance a lake ecosystem are capped at $50,000, while projects to benefit rivers are capped at $25,000.

Wetland Incentives amounting to up to $10,000 each, with no cost-share required, are available for grantees who have completed a comprehensive land use plan that includes a recommendation for wetland enhancement or restoration. Activities are the same as those for (above) Wetland Restoration projects and need to demonstrate connection or benefit to a lake(s). Note: Comprehensive land use plans are defined by Wisconsin state statute, s. 66.1001 (1) (a). Qualified Surface Water Management Organizations and Nonprofit Conservation Organizations are not eligible for Wetland Incentives.

CONDITIONS

Locations limited to within 1,000 ft of a lake ordinary high-water mark, a wetland that is part of an aquatic ecosystem, or the greater distance of 300 ft to a river or the landward side of a floodplain.

The grantee shall have control of the property through ownership, easements, deed restrictions, or contracts such that the sites being restored with grant funds remain in conservation use for 20 years. If the project has an operation and maintenance period of more than 10 years and is on land not owned by the grantee, the grantee must enter into a land use agreement with the landowner and record the agreement at the register of deeds office in the county where the property is located. If property is state-owned, the applicant must have a recorded land use agreement or a letter of intent from the property manager at the time of application.

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

For multi-phased implementation projects that will require activities or funding beyond the scope of the current grant proposal to meet the objectives, in order to maximize ranking points, it is recommended that you provide a financial plan with your application.

Projects necessary to comply with a permit or other regulatory action are not eligible. For example, projects for the purpose of generating wetland, shoreline, stream or water quality trading credits or to meet or contribute to meeting the conditions of a municipal separate storm sewer systems (MS4) or Wisconsin Pollution Discharge Elimination System (WPDES) permit are not eligible.

PROJECT DESIGN PLAN

Surface water restoration projects do not require a management plan, but they must be appropriate, designed for the site, and shovel ready**.** Be sure to reference relevant NRCS standards in your application. With your application, you must also submit a **project design plan that includes the following elements:**

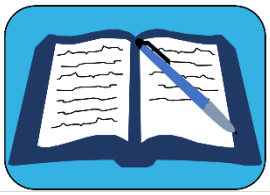
Project implementation timeline
Establish goals and objectives for the project and outline tasks to accomplish them. Organize the tasks on a schedule, include a timeline indicating start, end, and who will accomplish the task.

Maintenance plan
Describe how the project will be managed to maintain conservation value for a period of 20 years.

Site map
Indicate the location and bounds of the project. “Before” photos of the site are strongly encouraged.

Additional supporting documents (if applicable)
Many of the projects fundable under this section require design; some of them require engineering. Note that design expenses are not eligible expenses in this grant category. You may include additional materials that will help biologists understand what the project will accomplish. Consider including schematics, site plans, a monitoring plan and schedule, landscape designs or vegetation planting lists as appropriate for the project.

Ordinance Development



Ordinance Development projects create local regulations to benefit surface waters. They relate to topics like boating, AIS prevention, erosion control, and others. Eligible activities include development of the ordinance text, legal work, facility rental, training for compliance and enforcement, outreach, and assessment of administrative and enforcement capacity. Applications must include a letter of support from the unit of government most likely to implement the ordinance.

PREREQUISITES

Eligible organization.
A letter of support from the adopting unit of government is required.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.

FUNDING

Grants cover up to 75% of total project costs up to $50,000.

REIMBURSEMENTS

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

EXAMPLES OF ELIGIBLE ORDINANCE DEVELOPMENT PROJECTS

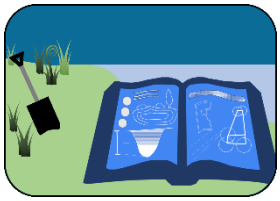
Proposed grant activities should be different and beyond those necessary for county or municipal zoning departments to complete general code updates and perform zoning department tasks.

Examples of ordinances include boating or other recreational use restrictions, stormwater management and land use ordinances. Another example includes decontamination ordinances that establish a local program to prevent the spread of Aquatic Invasive Species by providing alternative methods by which watercraft operators may easily decontaminate their watercraft and trailers quickly and effectively at available decontamination stations.

CONDITIONS

Ordinance development projects shall include all of the following:
(a) The development of an ordinance that is presented for adoption by the grantee or another appropriate jurisdiction.
(b) An assessment of the administrative and enforcement capacity and costs to implement the ordinance.

REV Management Plan Implementation



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

PREREQUISITES

Eligible organization.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.
Applicants must request a determination of project eligibility by Sept. 15 (See *Conditions*).
Public access is required when projects enhance in-water habitat.
If property is state-owned, the applicant must have a recorded land use agreement or a letter of intent from the property manager prior to applying.
Land use agreements must be recorded at the register of deeds in the county where the property is located (see Conditions).

FUNDING

Grants cover up to 75% of total project costs.
Up to $50,000 is available for river projects and $200,000 is available for lakes and wetlands projects.
One application accepted per waterbody (lake, river, wetland, or portion thereof).

REIMBURSEMENTS

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

EXAMPLES OF ELIGIBLE MANAGEMENT PLAN IMPLEMENTATION PROJECTS

Management plan implementation grants support a broad range of projects; some examples are below. Construction projects funded under this grant type need to be shovel-ready; design expenses are not allowed in the project budget for this category.

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

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

Water Quality projects address problems related to water quality that remain after best management practices have controlled nonpoint source pollution. Activities include alum treatments or other solutions that support a return to the natural characteristics of a lake, wetland, or river. Nutrient inactivation projects need to have gone through the department's additive review process in order to apply for surface water grant funding.

REV For alum treatment projects, the department will require that a nutrient budget and analysis be conducted before the grant application is submitted to demonstrate that sources

and/or causes of phosphorous loading have been controlled to a practical extent and that the alum treatment is likely to succeed.

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

Suggestions of activities and metrics to be included within staffing grants include, but are not limited to, the following:

- Activities that include quantitative metrics for protection and/or restoration activities. Examples include feet/miles of shoreline, square feet/acres on a property (or across riparian properties as a whole), number of properties, number of practices, amount of nutrients/sediments reduced/eliminated, amount of carbon sequestered, etc.
- Activities that complete a specified number of practices that reduce nutrient loading from the watershed, including working with the county partners to complete a specified number on cover crops, rotational grazing, taking fields out of production, stream bank restoration, etc.
- Activities that enhance or restore aquatic ecosystems that have direct connectivity to a lake system. Higher scoring projects are those that quantify the benefits a project will provide to water quality, fish and wildlife habitat, endangered resources, etc. Additional scoring consideration will be given to projects that include monitoring and management components to restoration efforts.
- Activities that complete a specified number of Healthy Lakes and Rivers projects or stormwater-related projects in close proximity to lakes or rivers like removing impervious surfaces, installing rain barrels, infiltration pits, etc.
- Activities that result in permanent protection like a specified number of conservation easements, covenants, and/or land acquisition.

Applied Management studies employ a research-based approach to increase understanding of surface water management. Projects must implement an approved recommendation from a management plan; some will involve close collaboration with community groups. Projects will employ innovative approaches, experiments, or otherwise increase understanding waterbody protection and restoration.

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

CONDITIONS

Implementation projects must be consistent with an approved recommendation in a management plan. A grantee must request a determination of eligibility for one or more recommendations in a current management plan at least 60 days prior to the final application deadline. The request must include 1) a cover letter with a brief description of the activities proposed for grant funding, 2) The

citation of the supporting recommendation(s) in the plan, 3) a complete copy of the management plan, and 4) a summary of any public comments received.

Management plans establish project eligibility. Plans must supply enough information for a biologist to evaluate the recommendation. Biologists will consider ecological condition, management goals, recommendations and alternatives, management history, and stakeholder views. A plan funded with a Surface Water Planning Grant will provide this information. Other plans (e.g., 9 Key Element Plans, Total Maximum Daily Load implementation plans, county land and water plans, aquatic plant management plans) may also provide the necessary information to establish project eligibility. For more information, see the section on eligibility determinations at the end of Appendix B: Management Planning.

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

Monitoring included within the scope of a management plan implementation project must be related to the practice or activity to be implemented within the same grant application. Projects that include only monitoring activities should apply under the Surface Water Planning grant category.

The grantee shall have control of the property through ownership, easements, deed restrictions, or contracts such that the sites being restored with grant funds remain in conservation use for 20 years. If the project has an operation and maintenance period of more than 10 years and is on land not owned by the grantee, the grantee must enter into a land use agreement with the landowner and record the agreement at the register of deeds office in the county where the property is located. If property is state-owned, the applicant must have a recorded land use agreement or a letter of intent from the property manager at the time of application.

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

For multi-phased implementation projects that will require activities or funding beyond the scope of the current grant proposal to meet the objectives, in order to maximize ranking points, it is recommended that you provide a financial plan with your application. For example, if you are requesting state cost share for the first of several planned alum treatments you must demonstrate that you have the means to fund the entire prescribed series of alum applications in absence of future grants.

Projects necessary to comply with a permit or other regulatory action are not eligible. For example, projects for the purpose of generating wetland, shoreline, stream or water quality trading credits or to meet or contribute toward meeting the conditions of a municipal separate storm sewer systems (MS4) or Wisconsin Pollution Discharge Elimination System (WPDES) permit are not eligible.

REV Clean Boats, Clean Waters

Clean Boats, Clean Waters (CBCW) is a streamlined aquatic invasive species grant through which volunteer or paid staff conduct boat and trailer inspections and educate boaters on how to prevent the spread of AIS at waterbody access points. Additional details on the CBCW program appear in Appendix F: Clean Boats, Clean Waters.

PREREQUISITES

Eligible organization.
First-time CBCW grant applicants must notify DNR staff of their intent to apply or submit a completed application by Sept. 15 to DNRCBCWGrants@wisconsin.gov.
Final applications due on or before Nov. 15.

FUNDING

Grants cover up to 75% of total project costs.
Up to $24,000 is available per CBCW grant project ($4,000 per landing or pair of landings).

REIMBURSEMENTS

A 25% advance on the total grant award is available.
75% of the grant award is retained until approval of final deliverables and reimbursement.

REV A new CBCW-specific reimbursement form (Form 8700-041) has been created.

ELIGIBLE PROJECTS

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

CONDITIONS

CBCW inspectors must attend an approved training workshop once every two years prior to conducting inspections. Responsibilities include conducting inspections, collecting data, user education, reporting aquatic invasive species, and uploading data to the Surface Water Integrated Monitoring System (SWIMS) database. Inspectors must accumulate a minimum of 200 inspection hours per landing or pair of landings as listed in the grant application and agreement. Grantees must prioritize high-use events such as holidays, weekends, and fishing tournaments.

WHAT ARE ELIGIBLE COSTS?

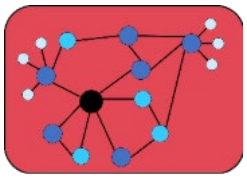
Each 200-hour block of inspection time may be recorded at one landing *or* spread across a pair of landings. Landings can be on the same lake or on different lakes. The maximum award for one grant is $24,000. Therefore, a single application may target up to 12 landings with a total inspection time of 1,200 hours. For larger grants, each single landing or pair of landings as listed in the grant application must meet at least 200 inspection hours. Eligible expenses are strictly limited to the following:

- Payment to watercraft inspectors
- In-kind donation of volunteer inspector hours are eligible as local match only (not a reimbursable expense)
- Paid time spent entering hours into Surface Water Integrated Monitoring System (SWIMS) database
- Paid time spent on the administration of the program; if administration conducted by a volunteer their time can only be used as local match
- Paid time spent at CBCW workshops or training

- CBCW clothing or supplies from Extension Lakes
- Workman's Compensation insurance

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

REV Aquatic Invasive Species Prevention



Aquatic invasive species are not all equally damaging, but most are impossible to eradicate once they are established. Prevention is key. While Clean Boats, Clean Waters is the department's flagship prevention program, there are other opportunities to address AIS pathways and prevent spreading of AIS through creative and strategic programming or resources.

PREREQUISITES

Eligible organization.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.

REV CBCW project must have been completed at the target waterbody(s) the year prior to application (unless otherwise agreed to by the department).

FUNDING

Grants cover up to 75% of total project costs.
Up to $24,000 is available for prevention projects approved by the department.
One application accepted per applicant.

REIMBURSEMENTS

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

ELIGIBLE PROJECTS

REV **AIS Prevention projects** reduce the spread or risk of introduction of AIS through focusing on a pathway or subpathway listed in the Wisconsin AIS Management Plan. In addition to the prerequisite *history of* a Clean Boats, Clean Waters project completion, eligible prevention projects will be conducted alongside a Clean Boats, Clean Waters program *throughout the duration* of the project (unless otherwise waived by the department).

Prevention Priority (in order of decreasing priority):

- Efforts that are larger in scope, working on a multi-county or regional level.
- Containment of a verified population of a NR40 prohibited species, OR shielding from a verified population of a NR40 prohibited species within 15-mile radius of a target waterbody(s).
- Containment of a verified population of a high-priority NR40 restricted species with low prevalence in the geographic region or HUC-12 watershed. Determination of species as high-priority should be approved by Regional AIS Biologist.
- On department's "Top 300 AIS Prevention Priority Waterbodies" list (See Appendix G).

Larger grants of up to $24,000 are available for projects when one or more of the Prevention Priorities are met. Smaller grants of up to $4,000 per waterbody access point can be awarded to projects that do not meet one or more of these Prevention Priorities, but such projects will not be prioritized for funding.

For more details on Boat Landing Invasive Management Systems (BLIMS) projects eligible under this category, see Appendix G.

Note - AIS *monitoring* activities are *not* eligible for funding under the AIS Prevention category. Projects which include AIS monitoring activities may be eligible for funding and should apply under the AIS Surface Water Planning or Surface Water Education grant categories.

CONDITIONS

Activities must be different from the list of LMPN cooperative services.

If property is state-owned, the applicant must have a recorded land use agreement or a letter of intent from the property manager at the time of application. If the property is not owned by the applicant, a land use agreement with the owner will be required prior to construction or placement of new signage. Signage and other printed materials must be reviewed and approved by the DNR Biologist prior to printing and installation.

Lake Monitoring and Protection Network

The Lake Monitoring & Protection Network (LMPN) provides annual support to Counties and tribes. Counties, tribes, and designated agents perform services and activities to assist in AIS prevention and lake monitoring activities.

ELIGIBLITY

Eligible Counties, tribes, and designated agents.

Tribal governing bodies wishing to participate in the network without a county partner should contact the department for an updated allocation plan on or before June 1 for the following grant cycle.

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

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

PREREQUISITES

Pre-application meeting, all applicants must notify their AIS Biologist before Sept. 15 of each year.
New applicants must submit a pre-application with a draft scope of work by Sept. 15.
All final applications are due Nov. 15. This includes an application, scope of work, and an authorizing resolution or substantially similar document demonstrating the approval of the governing board.

FUNDING

Annual funding is allocated to each county based on a statistical model with variables that include resource quantity, resources condition, network activity, and people and economy.

If more than one county partners with the same designated agent, the combined funding allocation will be reflected in a single agreement to the designated agent. Allocations are intended to fund one year of work and may be pro-rated for shorter terms if necessary.

REIMBURSEMENTS

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

The county or designated agent must submit for final reimbursement within 60 days of the agreement end date using the Grant Payment Request and Worksheet (Form 8700-001) available on the Surface Water Grants website. The completed form should be submitted to the DNRSurfaceWaterGrants@Wisconsin.gov inbox with supporting documentation further described in Section 8: Reimbursements & Closure.

ELIGIBLE PROJECTS

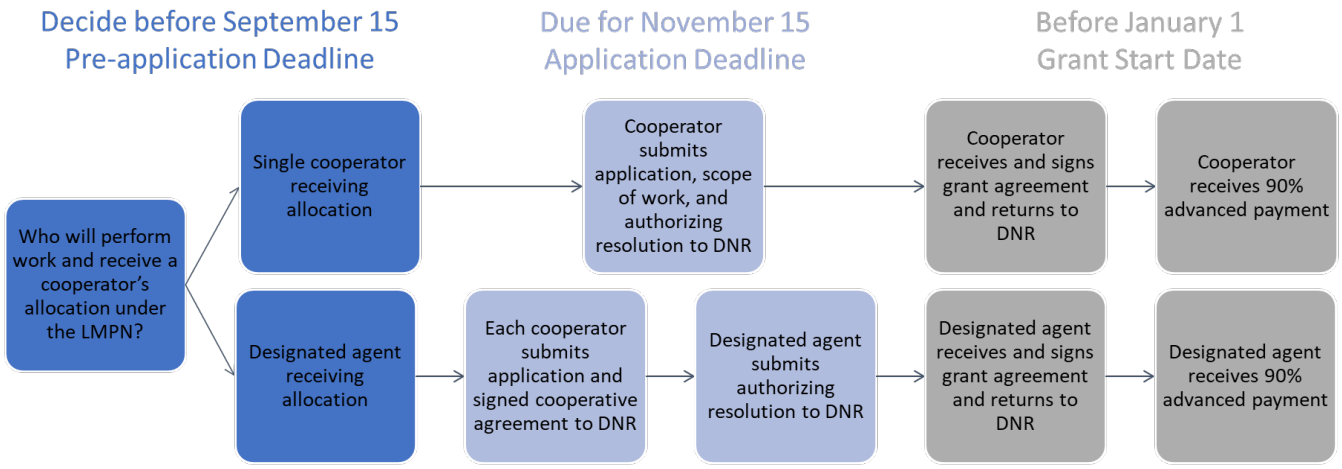
Services and activities to be provided under an LMPN agreement include, but are not limited to, one or more of the following activities:

- Managing and distributing supplies and equipment necessary for network activities.
- Providing shipping and handling of samples and specimens.
- Entering data in SWIMS, using software, or conducting other data management tasks necessary for managing or tracking and reporting network activities.
- Analyzing, reporting, and disseminating reports and results.

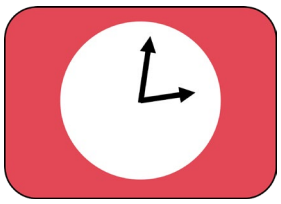
- Providing technical assistance to a grantee or grant applicant for aquatic invasive species prevention.
- Coordinating communication among network.
- Increasing network coverage through education and outreach and expanding the capacity of participants to conduct activities.
- Participating in the Citizen Lake Monitoring Network (CLMN).
- Collecting and reporting other chemical, biological, or physical data on lakes and lake ecosystems, including data on water levels, lake ice extent and duration, aquatic life, and shoreline habitat conditions.
- Early detection monitoring for aquatic invasive species.
- Participating in a department-approved watercraft inspection program.
- Participating in the purple loosestrife biocontrol program.
- Participating in other aquatic invasive species prevention campaigns and lake protection activities as approved by the department.

Projects could also include activities that include Wisconsin's prevention strategy as outlined in Goal 1 and Goal 2 of the Wisconsin AIS Management Plan. Combining these goals results in the pathways approach whereby efforts target the invasion pathway, or vector. Seven pathways were identified and four are prioritized: Organisms in trade, recreational activities and service providers, transportation and utility corridors, and aquatic surveying and monitoring activities. In this approach, participants from the Lake Monitoring & Protection Network and the department take a more proactive approach in the reduction of AIS movement by closing the pathway.

TIMELINE



Aquatic Invasive Species Control – Early Detection & Response



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

PREREQUISITES

Eligible organization. Individual land holders may apply for grants for prohibited species.
Populations of restricted species must be *pioneering* populations.
Applications are accepted year-round.

FUNDING

Grants may cover up to 75% of total project costs.
Up to $25,000 is available per project.
One grant is available for *pioneering* populations of restricted invasive species. Multiple grants sought in succession are available for prohibited species.

REIMBURSEMENTS

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

ELIGIBLE PROJECTS

Early Detection & Response projects should focus on education, pathway prevention, population monitoring and early planning steps for any population of ch. NR 40, Wis. Adm. Code classified prohibited species, or pioneering populations of ch. NR 40, Wis. Adm. Code restricted species. Control actions may be appropriate when they are likely to result in population removal or limitation of a population to small size. Control actions must be developed in coordination with the department and are subject to department approval.

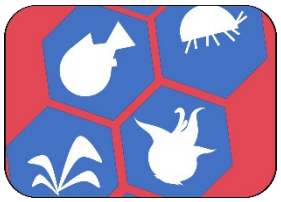
CONDITIONS

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

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

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

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



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

PREREQUISITES

Eligible organization. For control of prohibited species only, individual land holders may also apply.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.
Applicants must request a determination of project eligibility by Sept. 15 (see *Conditions,* below).
Public access, unless controlling a prohibited species.

FUNDING

Grants may cover up to 75% of total project costs.
Up to $50,000 is available for small-scale projects or $150,000 is available for large-scale projects.
One application accepted per river segment or lake.
One application accepted per applicant for wetland projects.

REIMBURSEMENTS

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

ELIGIBLE PROJECTS

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

Projects that address multiple populations across a region should employ a strategic approach to managing multiple populations, prioritizing control actions in a way that ensures wise spending of grant funds. For example, a regional wetland control project might focus on populations that threaten high-functioning natural wetlands or focus on small, more easily controlled populations. For Phragmites-focused projects seeking AIS planning and control grant funds, please see the Phragmites Statewide Management Strategy for more specific guidance.

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

CONDITIONS

All projects must employ an integrated pest management approach, focusing on long-term suppression of pests or their damage, considering all the available pest control practices. Integrated pest management projects will be informed by current, comprehensive information on pest life cycles and the interactions among pests and the environment. Integrated pest management will include more than one management practice. See Appendix I: Integrated pest management.

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

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

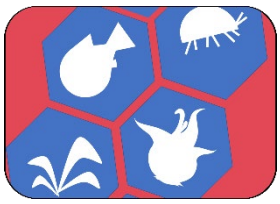
- Prevention
- Biological control
- Biomanipulation
- Nutrient management
- Habitat manipulation
- Modification of cultural practices
- Pesticide application
- Water level manipulation
- Mechanical removal
- Population monitoring
- Other approved methods

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

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

Monitoring and assessment are an integral part of adaptive management and critical for making good decisions. All AIS Control projects must include monitoring and evaluation, employing department-approved methods where they exist. Projects that include prevention activities are likely to fare better during application review and ranking. For more information, see Section 4: Developing a Budget, which contains cost containment measures and a list of department-approved methods.

Aquatic Invasive Species Control – Research & Demonstration



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

PREREQUISITES

Eligible organization.
Submission of a pre-proposal (this satisfies the requirement for a pre-application).
Invitation to submit a formal application.

FUNDING

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

REIMBURSEMENTS

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

ELIGIBLE PROJECTS

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

This category is intended for research investigators at an accredited college, university or technical school, governmental (federal, tribal, state, local) agency, or other eligible organization with demonstrated capacity to conduct rigorous, scientific research.

A list of AIS research priorities has been developed and the department encourages their use.

PRE-PROPOSAL

Pre-proposals must be submitted to the department by Sept. 15 each year to be considered for funding. Applicants are not required to submit Form 8700-274 with their pre-proposal. Send pre-proposal to DNRSurfaceWaterGrants@wisconsin.gov. Pre-proposals are different from pre-applications and shall include:

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

Pre-proposals received will undergo an internal review to identify high priority projects based on the department's list of research priorities. Successful pre-proposals will be invited to submit a full final grant proposal application, which must be received by no later than Nov. 15 of each year. An AIS Research & Demonstration Grant specific application form will be sent those invited to submit a final application.

REV Land Acquisition & Conservation Easements

Grants under this subprogram may be used for the acquisition of land or conservation easements to protect lakes, rivers, and their ecosystems in perpetuity. Land acquisition projects are reviewed and processed by local environmental grant specialists and the Surface Water Program Manager.

PREREQUISITES

Eligible organization. Note that for nonprofit organizations or lake districts to be eligible for a grant to fund permanent land acquisition, land acquisition for conservation purposes must be set forth as a purpose in the organization's bylaws or articles of incorporation.
Applicants must submit their pre-application by Sept. 15, final applications are due Nov. 15.
Pre-application meeting with the DNR Appraisal Reviewer and your local environmental grant specialist. It is recommended that your appraiser participates in the meeting.

REV Conservation easements purchased in part with grant funds must be approved by DNR as consistent with Surface Water Grant program rules prior to appraisal.

ELIGIBLE PROJECTS

Fee simple acquisition.
Conservation easement acquisition.

INELIGIBLE PROJECTS

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

FUNDING

Grants may cover 75% of eligible project costs.
Up to $200,000 per project is available for lake protection: up to $50,000 per project is available for river protection.

ELIGIBLE COSTS

- Fair market value of property documented by an appraisal prepared to Uniform Standards of Professional Appraisal Practice (USPAP) and DNR Standards, and accepted by DNR for grant purposes.
- Appraisal costs.
- Building demolition (except lead paint and asbestos remediation).
- Legal fees associated with closing, up to a maximum cost-share of $1,000.
- Land survey fees.

- Title insurance and gap insurance.
- Title company closing costs.
- Recording fees.
- Historical and cultural assessments (if required by the department).
- Environmental inspections and audits.
- Baseline documentation required for conservation easements.

INELIGIBLE COSTS

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

REQUIRED APPLICATION DOCUMENTS

1. Application (Form 8700-284).
2. Appraisal that meets the Uniform Standards of Professional Practice (USPAP) that has been ordered by and for the use of the buyer, is a full narrative appraisal completed by a Certified General appraiser. List of Wisconsin contract appraisers.
3. Title commitment.
4. Property management plan (draft) for fee simple or conservation easement land acquisition projects.
5. Environmental Hazards Assessment (Form 1800-001).
6. If an easement, a copy of the proposed conservation easement.
7. Other documents may be required depending on the nature of the project. Discuss the project with your local environmental grant specialist to determine any additional document needs.

REIMBURSEMENTS

No advance available.
DNR can send funds for land or easement acquisition to closing or as reimbursement of eligible acquisition costs. Applicants should discuss the timing of closing and grant funds with the environmental grant specialist at the time of application.

LAND SUBJECT TO A MORTGAGE OR LAND CONTRACT

The DNR will only award a grant for property on which a mortgage or land contract exists if the holder of the mortgage or land contact agrees to subordinate their rights to the DNR's interests. Discuss this situation with your local environmental grant specialist as early in the process as possible.

APPRAISAL AND TITLE COMMITMENT REQUIREMENT

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

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

The DNR will require a title commitment and copies of any recorded encumbrances listed in the title insurance exceptions before the appraisal can be reviewed. The DNR Appraisal Reviewer must accept the appraisal to establish value for the parcel before the DNR can issue a grant contract. Contact your local environmental grant specialist for appraisal guidelines.

PROPERTY MANAGEMENT PLAN

All applications for land or conservation easement acquisition must include a draft land management plan that describes the site, how the project will protect surface water ecological communities, and objectives guiding property management the over the long term. The level of detail in the plan will depend upon the size and condition of the property. Application review decisions will be based, in part, on information in the plan.

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

PROPERTY MANAGEMENT PLAN CHECKLIST

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

- Description of existing conditions. Describe and/or show on a map or good quality low altitude aerial photograph of appropriate scale:
    - Land cover conditions, vegetation, wetlands, farm fields, etc.
    - Structures such as roads, buildings, etc.
    - Drainage patterns, general topography, etc.
    - Adjacent land uses
    - Problem sites (e.g., dumping areas, active erosion, barnyards, etc.)
    - Site photos
- Description of proposed management responsibilities and uses.
    - Include how the site will be used and who will use it, and any plans to restrict public access.
    - Include a description of how the public will access the land (e.g., public roadway, through existing public lands, by water).
    - Include any plans to transfer, gift, or sell the property to another organization and a description of which organization will maintain the site.
    - Include as attachments any third-party management agreements or previously prepared management plans.
- Description of management goals.
    - If the site is "natural" and no development or land-altering management activities are planned, then a map or current aerial photo and a short descriptive narrative will suffice.
    - If development (soil stabilization, vegetation restoration, or the installation of public improvements such as trails or parking lots) is being proposed, the plan will need to be more detailed and include:
        - A map showing proposed conditions and any interim construction phases.
        - A description and schedule or sequence of activities (How/when buildings will be removed, plantings done, riprap installed, paths located, etc.)
        - If roads, piers, or grading are contemplated, a topographic survey and specific locations and design cross-sections are required.

ENVIRONMENTAL HAZARDS ASSESSMENT

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

ARCHAEOLOGICAL SITES AND HISTORIC BUILDINGS

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

LAND ACQUISITION CONDITIONS

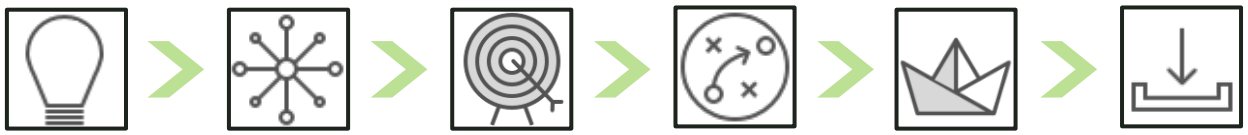
When an applicant signs a grant contract accepting surface water grant funds, the applicant accepts responsibility for complying with all program requirements. These requirements are spelled out in the grant contract and in ch. NR 193, Wis. Adm. Code. All obligations, terms, conditions, and restrictions of the grant contract are limitations on the use of the property in perpetuity.

GRANT CONTRACTS

The contract will contain, but is not limited to, provisions which:

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

SECTION 3: DEVELOPING A PROJECT



Section 3, Figure 1. Developing a project for grant funding.

Getting started

The Surface Water Grant Program funds a great diversity of projects. If you are looking for ideas, Section 2: Grant project types for more information. Your local lake, stream or AIS biologist can help if you are not sure where to start. In addition, consulting firms, colleges and universities, regional RC&D councils, and the UW-Extension also available to help you plan and manage a project.

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

Pre-application

Most applicants must submit one pre-application for each grant sought by Sept. 15. If you have received a Clean Boats, Clean Waters grant in the past, you are not required to submit a Clean Boats, Clean Waters pre-application. If you have received a LMPN grant in the past, you are not required to submit a LMPN pre-application; however, r*eturning LMPN applicants need to notify their local AIS biologist of their intent to participate in the program again.*

WHERE TO FIND APPLICATIONS

The pre-application and the final application use the same form. The Surface Water Grant application (Form 8700-284) and the Clean Boats, Clean Waters application (Form 8700-337) can be found on the Surface Water Grants website. It is important to use a current version. Surface Water Grant Applicants should fill out the sections marked “Pre-application” in red. CBCW applicants should submit a form completed to the best of their ability.

PREPARING YOUR PRE-APPLICATION

One of the Surface Water Grant Program’s goals is to help you design the best project you can, and pre-applications help us do that. Do not worry too much about the quality of your pre-application. Include all the detail you have to improve the quality of your feedback but know that the primary purpose of the pre-application is to give your local biologist and environmental grant specialist a basic idea of what you are looking to accomplish. This will help them help you as you work toward the final grant application deadline of Nov. 15.

Biologists are busy during the field season and won’t have time to supply a lot of feedback on your first draft, so do the best you can before you submit by Sept. 15. Be assured that the pre-application and the final application are completely independent; rankers who review your final application will not see what you submitted for the pre-application, but see the project design tips in the next section, for some initial guidance in designing your project.

COMPLETING THE PRE-APPLICATION FORM

The pre-application is a rough draft of main application Sections 1, 2a, 5 and 8. For Section 1, select the ecosystem type your project will benefit. For Section 2, indicate the grant type you think is the best fit for your work and supply your contact information. In Section 5, include as many details in the budget as you have available. Section 8 is the project description—supply a first draft of your project summary, problem statement, and your goals and objectives. *You may not have all the required information in place yet* and that is okay. Just provide enough information for your local biologist to provide direction and feedback on project design and eligibility.

SUBMITING THE PRE-APPLICATION

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

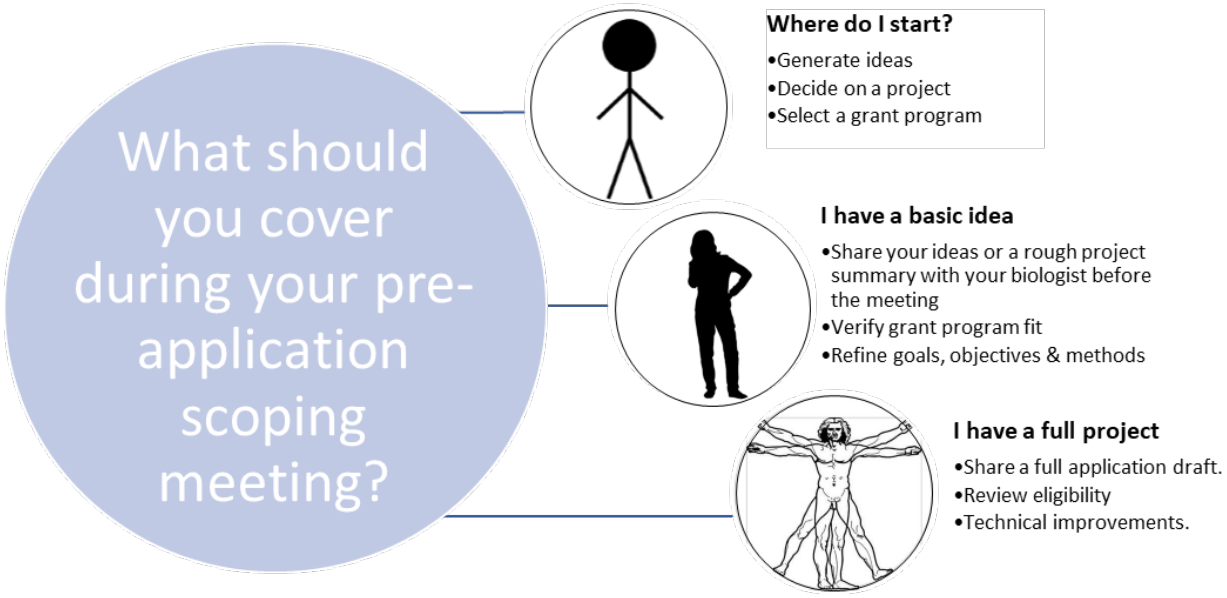
DEADLINE

All emailed pre-applications must be sent to the department by 11:59:59 p.m. on Sept. 15. Mailed applications must be postmarked by Sept. 15. If an application is received after the deadline, the application will be deemed ineligible and will not be considered for funding. If Nov. 15 falls on a Saturday or Sunday, the deadline will fall on the following Monday.

Refine your project

PRE-APPLICATION MEETINGS

After Sept. 15, your biologist will determine whether a pre-application scoping meeting is required and reach out to you to schedule it. The goal of the pre-application scoping meeting will be to discuss project eligibility and provide an opportunity for feedback prior to the Nov. 15 final application deadline. You should take advantage of the feedback and technical assistance provided, as it is likely to improve your application.



Section 3, Figure 2. The pre-application meeting will help you receive technical assistance and develop a strong project. What you choose to focus on depends on where you are in your own project development process

PROJECT DESIGN TIPS

Understanding funding priorities will help you design a project that meets the conditions and stipulations set out in statute, administrative code, and program guidance. Projects that align well with established program priorities are more likely to receive funding. Some programs (e.g., Healthy Lakes & Rivers and Clean Boats, Clean Waters) have goals and objectives already determined for you. For more complex projects, you should review the ranking worksheets to assess how your project will compete for funding. Funded projects will score well in one or more (but not necessarily all) of the ranking criteria. Review Section 6: Application Review & Ranking, and the applicable ranking sheets in Appendix A. Following a grant cycle, you can always request a copy of the ranking forms to understand how your project scored and review feedback from the grant review team. You can then work with your local lake, stream, or AIS biologist to improve your application for the next grant cycle, which is a key step toward successfully securing funding.

AVOID PROPOSING INELIGIBLE PROJECTS

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

INELIGIBLE PROJECTS

- Projects necessary to comply with a regulatory action (e.g., wetland restoration to compensate for adverse impacts to other wetlands or shoreline habitats; credits from a mitigation bank).

Monitoring, design, or planning efforts required by a state or federal agency to implement a proposed project (e.g., dam removal, chemical treatment, restoration) are not considered regulatory action.

- Shoreland mitigation projects.
- Installation of sanitary sewers.
- Dredging for enhancing navigation or recreation.
- Maintenance and operation of:
  - Aeration systems
  - Stormwater detention ponds
  - Dams
  - Sanitary sewers
  - Private onsite waste disposal systems
  - Mechanical devices used to suppress aquatic plant growth
- Management of aquatic plants for seasonal nuisance relief only
- Management activities that are not expected to result in effective control of the target species
- Management activities with significant risk to human health, nontarget organisms, environment
- Management projects that are inconsistent with integrated pest management (APPENDIX H)
- Ineligible land acquisitions enumerated in Section 2 of this document

IF YOU CHOOSE TO HIRE A CONSULTANT OR CONTRACTOR

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

All work to be reimbursed must take place *after* the start of the grant period. Some consultants will help with the grant application, though application preparation is not eligible for reimbursement. Before you submit the application to the department, it is a good idea to review the information provided by the service provider. Additional details on application completeness can be found in Section 5: Submitting Your Application.

PROFESSIONAL SERVICE AGREEMENTS

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

A variance to chs. NR 193.08 and NR 193.16, Wis. Adm. Code will be automatically granted to all Clean Boats, Clean Waters and Healthy Lakes and Rivers grantees eliminating the requirements for a Professional Service Agreement and additional cost containment methods.

Permits

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

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

Grant writing tips

The surface water grant program is highly competitive, but we are proud to support grassroots community organizations as well as professional entities. Grant writing is a skill that can take years to develop. That said, our program managers have identified four primary reasons applications often fall short.

- Misalignment with program or funding priorities
    - Authentically strive to match projects to program priorities.
    - Some projects might be valuable, but not a good fit for *this* program.
    - Review the ranking sheets to better understand funding priorities.
- Specificity & details
    - Grant writing is like technical storytelling.
    - Write SMART goals & objectives: Specific, Measurable, Attainable, Relevant, Time-Based.
    - When you read over your application's final draft, but sure you covered the "W's": Ensure that "Who, What, When, Where, How and Why" are clear.
- Being concise
    - Walking the line between being specific and being concise is your central challenge as a grant writer.
    - Good writing isn't wordy. Strive to be clear and pointed, don't present "a wall of words."
    - Rankers have a lot of applications to review and not a lot of time to do it. Strive to make it easy for them to see your project's strengths.
- Assuming rankers are familiar with your work
    - You shouldn't assume rankers know your project, your preceding work, or have read your management plan.
    - The people ranking your project are different from the staff who helped develop and guide it.
    - Assume rankers have a professional background in water resources but have no specific knowledge of your project or waterbody.

EXAMPLE SECTIONS: PROJECT SUMMARY & PROBLEM STATEMENT

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

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

Two example project summaries:
(1) This project will **result in a management plan for Minna Jewel Lake.** MJPD will **summarize existing baseline data, describe historical management actions, identify stakeholder values and goals, model nutrient loads (PRESTO) and identify sources of stressors and threats** to ultimately **recommend activities that will protect and restore Minna Jewel Lake.**

(2) MJPD will reduce the frequency of occurrence of EWM in Minna Jewel Lake from 20% to under 10% **using an integrated pest management strategy combining CBCW, volunteer surveillance, hand pulling, and small-scale chemical treatment with a fast-acting herbicide. We will employ the DNR pre/post-treatment evaluation protocol and quantify biomass removed. This strategy will reduce the population below nuisance levels and limit non-target impacts as much as possible.**

A **problem statement** is a clear and concise description of the problem the project will address. You should clearly describe the problem or issue at hand, referencing any evidence or documentation of the conditions (e.g., WisCALM assessment, documented trends). Outline why the proposed work is important. You should have a strong justification for why the project is a good use of limited surface water funding. After you explain the challenge, briefly discuss how the project intends to address it. This section should provide a compelling "big picture" look at the relevant surface water challenges and how your project will rise to meet them.

SET GOALS AND OBJECTIVES

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

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

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

EXAMPLE GOALS

Q: What positive effect are we trying to have?	**G1:** Reduce phosphorus loading from the watershed into Minna Jewel Lake by 20%. **G2:** Lake property owners understand the connection between shoreline practices and lake health.

EXAMPLE OBJECTIVES

Q: What things will I do to accomplish the goal?	**O1:** Install stormwater management practices to reduce nutrient & sediment load from priority catchment 1a identified on page 54 of the Minna Jewel Lake Management Plan. June 2021 installation of two diversions, one critical area planting, one detention basin to remove 55lbs of Phosphorus per year (20% annual load to lake). **O2:** Develop in 2022 a June newsletter with call to action and info on native plantings, natural erosion control, diverting runoff, responsible pesticide, and fertilizer use. Hold 2-hour shoreline best practices workshop for property owners on July 15 weekend. Follow up with healthy lakes brochures to all property owners in August, obtain list of committed participants.

DEFINE ACTIVITIES AND METHODS

Next, focus on the methods and activities you will use. Each objective should have one or more activities that will satisfy the objective and contribute to achieving the goal. When you start to prepare your application, you will need to provide details on methods, data, deliverables, and other information. **Remember:** Be specific! Site methods by name and include a timeframe. For certain activities, you must use one of the program-approved protocols in Table 1, below. Citing the method by name will help reviewers rank your application.

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

Program-approved protocols

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

Section 3, Table 1. Program-approved protocols, links to manuals, resources, and training.

DECONTAMINATION

Category	Protocol or method title	Information	Link to protocol	Additional resources	Contact for more information	Training required?
Decontamination (Aquatic Invasive Species)	Boat, Gear, and Equipment Decontamination and Disinfection	Disinfection Website	Manual code 9183.1 (2016)	Video	Local AIS biologists	

CITIZEN MONITORING

Category	Protocol or method title	Information	Link to protocol	Additional resources	Contact for more information	Training required?
Lake Citizen Monitoring	Wisconsin Citizen Lake Monitoring Network Training Manual (Secchi Disk Procedures)	CLMN Website - Clarity	CLMN Secchi Disk Procedures (4th Edition; 2025)	Video	Local CLMN coordinators	Yes
Lake Citizen Monitoring	Wisconsin Citizen Lake Monitoring Network Training Manual (Chemistry Procedures)	CLMN Website - Chemistry	CLMN Chemistry Procedures (4th Edition; 2025)	Video	Local CLMN coordinators	Yes
AIS Citizen Monitoring	Wisconsin Aquatic Invasive Species Early Detector Handbook	CLMN Website - AIS	CLMN Early Detector Monitor Handbook (2023)	Video	Local CLMN coordinators	Yes
AIS Citizen Monitoring	Clean Boats, Clean Waters Watercraft Inspector Handbook	CBCW Website	Watercraft Inspector Handbook (2026)	Videos	Training schedule	Yes
Stream AIS Citizen Monitoring	Riverine Early Detectors Manual (RED)	Project RED Website	Monitoring Manual (2026) Datasheet	None	Water Action Volunteers wav@extension.wisc.edu	Yes
AIS Citizen Monitoring	AIS Snapshot Day	WAV Events Webpage	Snapshot Day		Water Action Volunteers wav@extension.wisc.edu	
Stream Citizen Monitoring	Water Action Volunteers (WAV): Baseline Monitoring	Become a Volunteer Webpage	Baseline Monitoring Methods and Datasheet	Videos	Water Action Volunteers wav@extension.wisc.edu	Yes
Stream Citizen Monitoring	Water Action Volunteers (WAV): Habitat Assessment	Become a Volunteer Webpage	Habitat Assessment Method and Datasheet	Video	Water Action Volunteers wav@extension.wisc.edu	Yes
Stream Citizen Monitoring	Water Action Volunteers (WAV): Nutrient and Continuous Temperature Monitoring	Become a Volunteer Webpage	Total Phosphorus Sampling Methods Continuous Temperature Monitoring Manual and Thermistor Log	Nutrient Videos	Water Action Volunteers wav@extension.wisc.edu	Yes

GENERAL LAKE, RIVER, STREAM AND WETLAND MONITORING

Category	Protocol or method title	Information	Link to protocol	Additional resources	Contact for more information	Training required?
Lake shoreland condition	Lake Shoreland Condition Assessment Protocol	DNR Water Monitoring Website	Lake Shoreland & Shallows Habitat Monitoring Field Protocol (2020) Nearshore Substrate Inventory (2024)	Lakeshore Habitat Data Sheets Substrate Data Sheet	Local lake biologists	
Lake aquatic plant communities	Baseline Monitoring of Aquatic Plants in Wisconsin (Point-Intercept)	UW-Extension APM Website	Aquatic Plant Baseline Aquatic Plant Monitoring Protocol (PUB-SS-1068 2010)	None	Local lake biologists	Yes
Lake aquatic plant communities	Aquatic Plant Treatment Evaluation Protocol	DNR Aquatic Plant Information, Tools and Research Website	Aquatic Plant Treatment Evaluation Protocol (2025)	None	Local AIS biologists	
Lake herbicide concentration monitoring (Large-Scale)	Herbicide Concentration Monitoring for Large-Scale Herbicide Treatments	DNR Aquatic Plant Information, Tools and Research Website	Design of Herbicide Concentration Monitoring Plans for Large-Scale Herbicide Treatments (2025)	None	Local AIS biologists	
Lake herbicide concentration monitoring (Small-Scale)	Herbicide Concentration Monitoring for Small-Scale Herbicide Treatments	DNR Aquatic Plant Information, Tools and Research Website	Design of Herbicide Concentration Monitoring Plans for Small-Scale Herbicide Treatments (2025)	None	Local AIS biologists	
Barrier herbicide concentration monitoring	Herbicide Concentration Monitoring for Limno Barriers	DNR Aquatic Plant Information, Tools and Research Website	Herbicide Concentration Monitoring for Limno Barriers (2021)	None	Local lake biologists	
Water quality assessment	Wisconsin Consolidated Assessment and Listing Methodology (WisCALM)	DNR Surface Water Quality Assessment Website	WisCALM Assessment Guidance for 2025-2026 (EGAD #3200-2025-05)	DNR WisCALM Website	Local lake biologists	
Stream connectivity	Road stream crossing inventory instructions	DNR Road Crossing Factsheet (2019)	Great Lakes Stream Crossing Inventory Instructions (2020)	Michigan DNR Website	Local DNR Transportation Liaison	

Stream fish integrated biotic index (IBI)	Guidelines for Assessing Fish Communities of Wadeable Streams in Wisconsin	DNR Water Monitoring Webpage	Stream Fish Community Assessment (2018)	None	Local stream biologists	
River macroinvertebrate IBI	Large River Macroinvertebrate Sampling	DNR Water Monitoring Webpage	Large River Macroinvertebrate Sampling (2015)	None	Local stream biologists	
Stream macroinvertebrate IBI	Guidelines for the Standard Collection of Macroinvertebrate Samples from Wadeable Streams	DNR Water Monitoring Webpage	Wadable Streams Macroinvertebrate Sampling (2017)	None	Local stream biologists	
Wetland floristic quality	Timed-meander Sampling Protocol for Wetland Floristic Quality Assessment (FQA)	DNR Wetland Assessment Methods and Tools Webpage	Timed-Meander Sampling Protocol for Wetland FQA (2024)	None	Local lake biologists	
Wetland floristic quality	Rapid Floristic Quality Assessment (Rapid FQA)	DNR Wetland Assessment Methods and Tools Webpage	Rapid FQA User Guide (2023)	None	Local lake biologists	

AIS MONITORING

Category	Protocol or method title	Information	Link to protocol	Additional resources	Contact for more information	Training required?
Aquatic Invasive Species (AIS) detection in lakes, streams, and wetlands	Early detection monitoring	DNR AIS Monitoring Webpage	Aquatic Invasive Species Early Detection Monitoring (2025)	Monitoring form Webinar	Local AIS biologists	Yes
AIS reporting	Photographing Aquatic and Wetland Invasive Species	DNR AIS Monitoring Webpage	Appendix A - Aquatic Invasive Species Early Detection Monitoring (2025)	Video	Local AIS biologists	
AIS reporting	Reporting Aquatic Shoreline and Wetland Invasive Species	DNR Report Invasive Species Webpage	Incident report form	None	Local AIS biologists	
Genetic testing for biological populations	Hybrid Watermilfoil Genetic Testing Protocol	DNR AIS Monitoring Webpage	Hybrid Watermilfoil Genetic Testing Protocol (2024)	None	Local AIS biologists	
Purple loosestrife biological control		DNR Purple Loosestrife Biological Control Webpage	Wisconsin Purple Loosestrife Biocontrol Program Overview and Instructions (2025)	See Cella Chow! Purple Loosestrife Biological Control Activities for Educators	Local AIS biologists	Yes

MODELLING

Category	Protocol or method title	Information	Link to protocol	Additional resources	Contact for more information	Training required?
Erosion Vulnerability	Erosion Vulnerability Assessment for Agricultural Lands (EVAAL) Methods Documentation	DNR EVAAL Webpage	EVAAL Tutorial (2014)	EVAAL Fact Sheet		
Phosphorus loading	PRESTO-Lite (Web-based application)	DNR PRESTO Webpage	PRESTO-Lite User Manual	DNR Watershed Restoration & Protection Viewer		
Phosphorus loading	PRESTO: Pollutant Load Ratio Estimation Tool User	DNR PRESTO Webpage	Presto User Manual (2013)	PRESTO Fact sheet		
Loading reductions for BMPs	STEPL – Spreadsheet tool for estimating pollutant loads	DNR STEPL Webpage	STEPL 4.4b Training Webinar (2020)	EPA Nonpoint Source Pollution Webpage		
Water quality modelling	General Information	DNR Water Quality Modelling Tools Website				
In-lake phosphorus concentration	Wisconsin Lake Modelling Suite (WiLMS)	DNR Lake Management Tools Webpage	WiLMS documentation (2003; PUBL-WR-363-94)			

Project deliverables

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

Section 3, Table 2. Activities and their deliverable and deliverable formatting requirements.

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

If submitting data as part of a grant deliverable, you will likely upload it to the Surface Water Integrated Monitoring System (SWIMS) database. SWIMS is used by department staff, citizen volunteers, and grantees to store and share monitoring results for lakes, streams, and wetlands. If

you have any questions on setting up an account or using the database, visit the SWIMS help website.

SECTION 4: DEVELOPING A BUDGET

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

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

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

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

Costs must be incurred between the start and end date on your grant agreement to be eligible for reimbursement or grantee match. Rare exceptions do exist; please consult with your local environmental grant specialist if you think these exceptions apply. The grant start date for most grants will be March 15. Refer to Section 1, Table 1 for grant terms.

There are two additional policies to be aware while you draft your budget. These policies exist to ensure that we maximize the potential of our limited funding to the benefit of Wisconsin's water resources. First, only the proportional share of costs for items that are only partially used for implementation may be included in the budget. Second, a grantee shall implement cost containment measures for all capital assets and any supply, service, or equipment item purchased by a grantee for projects funded with a grant if the cost exceeds $10,000. You will learn more about both requirements later in this Section.

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

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

Eligible costs

Refer to Section 2 for information on eligible projects and expenses associated with your specific grant program of interest. Please consult with your local environmental grant specialist if you are unsure whether or not a cost is eligible prior to submitting an application. If costs are deemed

ineligible after the application is submitted, the cost will be stricken from the budget prior to award. Eligible costs include any of the following:

- Labor and fringe benefits specific to project activities
- Direct administrative costs are limited to 10% of the grant award amount. Direct administrative costs are the actual salary or hourly wages and fringe benefits incurred by immediate supervisors and support staff that can be tracked, charged directly to, and accounted for by the project. Supervisors and support staff are understood not to be involved in the day-to-day implementation of the project. Reimbursement of administrative costs are held until the final reimbursement to insure they represent no more than 10% of the state cost-share.
- Supply and service costs including the following:
    - Reasonable planning, engineering, and design costs necessary to complete a regulatory permit application required to implement a project if the costs are incurred within 12 months prior to the grant application submittal deadline.
    - Permitting fees (federal, state, or local permits).
    - Engineering landscape architecture design, construction, consulting, or other professional services.
    - Sampling, monitoring, resource assessments and other field work and data collection costs.
    - Analyses performed by the Wisconsin State Laboratory of Hygiene, or another facility approved in writing by the department.
    - Rental or lease of equipment and facilities.
    - Website design and maintenance costs associated with the project (proportional share).
    - Advertising media costs.
    - Required financial and compliance audits for the project.
    - Training for grantee staff or volunteers, including registration costs, lodging, meals, transportation, mileage, and other costs as approved by the department.
    - Development, editing and distribution of informational or educational programs and materials, reports, management plans and other project documents and deliverables.
    - Installation of equipment and supplies, limited to the initial cost of installation.
    - Legal costs.
    - Shipping costs necessary to carry out the project.
- Equipment and capital asset costs – all equipment and capital assets purchased with grant funds must be approved in advance by the department. Please note equipment and capital assets shall conform to the procedures for maintenance and disposition of assets, in Section 8.

For more information on eligible expenses specific to project types:

- Land acquisition and conservation easement projects (Section 2).
- Healthy Lakes & Rivers (Section 2)
- Clean Boats, Clean Waters factsheet (Appendix F).

Ineligible costs

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

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

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

- Shoreland mitigation projects that implement the restoration, enhancement, or creation of wetlands or shoreline habitat to compensate for permitted adverse impacts to other wetlands or shoreline habitats.
- AIS, aquatic plant, or algae management projects.
- Installation of sanitary sewers.
- Maintenance and operation of boat landing monitoring systems, decontamination units, aeration systems, stormwater detention ponds and facilities, dams, sanitary sewers, or private onsite waste disposal systems.
- Sediment translocation, compaction, and/or reduction using aeration and/or other additives.
- Emerging technologies where impacts to ecosystems and desired outcomes remain uncertain or there is no clear permitting process.

Ineligible costs specific to Aquatic Invasive Species Population Management Grants:

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

- Treatment area of 5 acres or less using 2-4,D or endothall, unless using a limno-barrier curtain or treatment is considered large-scale.

Ineligible costs specific to Aquatic Invasive Species Prevention Grants:

- Maintenance and operation of equipment (e.g., all cellular/wireless connectivity, video/photo storage, software updates, etc.).
- Review of video footage after initial grant period.
- Expenses related to local AIS ordinances (e.g., signage, outreach, enforcement, etc.).

Ineligible costs specific to Land Acquisition Grants:

- Environmental clean-up.

Determining proportional shares

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

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

REV Cost containment

This section does not apply to Healthy Lakes & Rivers or Clean Boats, Clean Waters grants.

A grantee must implement cost containment measures if the cost of a project expense exceeds $10,000. The department may request that the grantee submit proof of cost containment procedures used in an application. The grantee should identify the cost containment procedure used when requesting reimbursement. Note: cost-containment procedures do not apply to fee simple or conservation easement land acquisition; cost will be determined by appraisal approved by the department.

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

Section 4, Table 1. Cost containment procedures.

Average cost	Using cost information obtained within the 12 months prior to the start date of the grant agreement, determine an average cost per unit of material or labor for the implementation of activities. The grantee may use information obtained from the department, other departments, or other sources to determine average costs. Under this option, eligible project costs may not exceed the average cost. The finding of average costs lies with the applicant NOT a consultant. Most average costs will be derived from governmental sources (DNR, DATCP, NRCS, etc.). **It is recommended that the grantee seek approval from their EGS for all average cost determinations prior to incurring the cost.**

Competitive bidding	Following the requirements under chapter 16, Wis. Stats., a grantee may request bids from contractors for the implementation of practices listed in a grant agreement. The grantee shall identify criteria for determining acceptable qualifications and publish these with the bid notice. Bids should be solicited from 3 or more vendors. Price quotations may be solicited from less than 3 suppliers if the grantee documents that 3 suppliers do not exist in proximity. The grantee shall consider competitive pricing and make the award to the lowest *responsible* bidder, that is, the supplier judged best able to supply. The lowest responsible bidder* does not have to have the lowest bid. Documentation of all bidding transactions is required, including justification when award is not given to the apparent low bidder, and when bidding is waived. Acceptable justification includes consideration of the scope of services proposed, scheduling and timing, the ability of a provider to continue work into the future, and consideration of past history, project or system knowledge. Grantees do not need to seek multiple bids for consecutive years of a service to be completed under a single grant when an hourly rate is provided in the original bids. **Note:** Applicants may wish to review the Procurement Guide for Local Governments available on the Surface Water Grant Program website.
Flat rate	The department may establish flat rates for eligible costs. An applicant or grantee may choose to use the department's flat rate as one means of cost containment. Cost containment for services provided by a sub-unit of a local government may use one or more of the flat rates chosen by that sub-unit of local government. The grantee may use data obtained from the department, other departments, or from other sources to determine a flat rate. **Note:** Flat rates can be found below.
Force account	A grantee may assign its employees to implement a practice.
Alternative measures	A grantee may propose an alternative cost containment procedure if the alternative is determined to be more effective than the cost containment procedures above. The grantee must identify the alternative in the grant application it submits for review and approval by the department. Contracting with a government agency may be one example of an alternative measure if sound justification can be provided.

*"Responsible bidder" means a person who, in the judgment of the town board, is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the contract.

Flat rates for eligible costs

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

Section 4, Table 2. Flat rates for certain eligible costs.

Practice	Activity	Average cost
AIS monitoring	AIS early detection survey	$72 per km of shoreline

Shoreland assessment	Shoreland habitat assessment survey	$345 base + $146 per km of shoreline
Aquatic plant monitoring	Point-intercept or pre/post survey	$1,753 base + $5.73 per littoral point
Aquatic plant monitoring	Aquatic herbicide concentration monitoring (lab work & analysis)	$2,487/project
AIS monitoring	Early-season or late-season AIS Survey (recon and mapping)	$1,153 base + $89.50 per km of shoreline
AIS control	2,4-D herbicide application	$3,866 base + $131 per treated acre
AIS control	Purple loosestrife biocontrol	$500/year
Planning	Social survey	$585/survey effort

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

Flat rates for NRCS practices

The USDA publishes flat rates for activities related to their technical standards, including those eligible under the Surface Water Restoration subprogram. In particular, the rates for the Environmental Quality Incentives Program (EQIP) will be useful as you work to develop your project's budget. The payment schedules for Wisconsin can be found here: [Payment Schedules | Natural Resources Conservation Service (usda.gov)]

Depreciation

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

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

Depreciation applies in the following cases:

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

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

Grantee match

Grantee or local match is a resource commitment by the grantee to help implement the project. The minimum percentage of the total project costs required as grantee match is determined by the grant category. For example, SWE Grants have a 33% grantee match requirement. To be eligible to receive a $5,000 SWE Grant award, the total project costs must be $7,462.69 (=$5,000/33%). The state share is the $5,000 grant and the local share is $2,462.69 (=$7,462.69-$5,000) as grantee match.

Section 4, Table 3. Grantee match requirements.

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

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

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

DONATED VOLUNTEER LABOR

The maximum value of donated, nonprofessional labor is $15/hour, and all volunteers must be at least 14 years old. The volunteer hours can be recorded on the Donated Volunteer Labor Worksheet and Summary (Form 8700-349A). The signature or contact information of the volunteer is required for each volunteer. Grantees must comply with DWD 270.18, Wis. Code which outlines Wisconsin rules regarding volunteer service.

An exception will be made for volunteer labor associated with the Citizen Lake Monitoring Network and Water Action Volunteers. Citizen monitoring efforts receive a standard credit for an average level of effort at $15 per hour (e.g., CLMN Secchi monitoring flat rate is calculated for 8 monitoring events at 1 hour per event plus one hour of annual training). CLMN and WAV volunteers do not need to submit a Donated Volunteer Labor Worksheet for these activities. These activities, the name of the volunteer, and the rates can be noted directly on the reimbursement request worksheet (Form 8700-001).

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

Volunteer Program	Activity	Donated Value
Citizen lake monitoring	CLMN: Secchi	$135
Citizen lake monitoring	CLMN: Chemistry	$240
Citizen lake monitoring	CLMN: AIS landing/property monitoring + meander survey	$240
Citizen lake monitoring	AIS Snapshot	$120
Water action volunteers	Basic monitoring	$180
Water action volunteers	Special projects: nutrient monitoring	$120
Water action volunteers	Special projects: AIS level 1	$60

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

Section 4, Table 5. Eligibility of training and meeting-related volunteer hours.

Eligible Match?	Topic	Situation
Yes	Training	Time spent by grantee volunteers (minimum age for a volunteer is 14) and staff attending training where training prepares attendees to conduct activities approved within project scope and budget. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results.
No	Training	Time spent by volunteers training other volunteers.
Yes	Training	Time spent by grantee staff providing instruction to students. The training must be an element of the scope in the project and approved for grant funding. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results. Student's time is not allowed as grant match unless preapproved.
Yes	Training	Time spent by grantee staff providing instruction at training sessions. The training must be an element of the scope in the project and approved for grant funding. Documentation must clearly describe the training objective, the qualification of the trainer, and intended results.
No	Meetings	Time spent by meeting attendees where the purpose is general community education.
Yes	Meetings	Time spent by grantee volunteers and staff participating in one start-up meeting and one wrap-up meeting where plan development or post-project evaluations are deliverables. See note regarding virtual meetings below.
No	Meetings	Time spent by local officials at meetings where local governing board approvals are sought for project activities.
Yes	Travel	Time and travel expenses of grantee staff or volunteers making presentations on projects to school classes or other organizations IF approved in the project scope and budget.

VIRTUAL MEETINGS AND TRAININGS

Attendance to virtual meetings and trainings may be considered eligible. Adequate and accurate documentation of attendance, along with a summary that includes the meeting date and meeting run time specific to discussing the grant project must be submitted for approval. Time spent not discussing the grant should not be included. Attendance must be documented in one of the following ways, unless previously approved by the environmental grant specialist:

1. Export participant list from platform (acceptable if recognizable as generated by the platform);
2. Utilize chat function to record name and email address/phone number for all attendees;
3. Take a screenshot of participant list taken from platform during the meeting.

DONATED EQUIPMENT

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

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

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

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

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

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

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

Section 4, Table 6. Rates for donated motorized and non-motorized boats.

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

DONATED PROFESSIONAL LABOR

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

Financial Plan (Multi-phased implementation projects only)

For multi-phased implementation projects that will require activities or funding beyond the scope of the current grant proposal to meet the objectives, to maximize ranking points, it is recommended that you provide a financial plan with your application. For example, if you are seeking funding for the first of several alum treatments.

A financial plan provides proof that your organization has the financial capacity to complete the project if future Surface Water Grants are unavailable. A financial plan must be accompanied by supporting documentation. Examples of supporting documents include most recent IRS filing and year-end financial statements, copy of most recent audit or balance sheets, grant award letters, loan note/approval from a bank, etc. Identifying potential future funding sources (e.g., grants that you intend to apply for) will not be accepted.

SECTION 5: SUBMITTING YOUR APPLICATION

Application information and instructions

WHERE TO FIND APPLICATIONS

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

DEADLINES

All emailed grant applications must be sent to the department by 11:59:59 p.m. on Nov. 15. Mailed applications must be postmarked by Nov. 15. If an application is received after the deadline, the application will be deemed ineligible and will not be considered for funding. If Nov. 15 falls on a Saturday or Sunday, the deadline will fall on the following Monday.

APPLICATION SUBMITTAL

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

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

If you are not able to apply by email, you may send the application to the address below. Application must be postmarked on or before Nov. 15.

DNR Surface Water Grants – WY/3
101 S. Webster St., PO Box 7921
Madison, WI 53707-7921

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

APPLICATION INSTRUCTIONS AND RANKING SHEETS

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

Click here for Sections 1-7 application instructions

It is also important to review the corresponding ranking sheet in Appendix A: Application Ranking Sheets. The ranking sheets reflect department priorities for projects. A strong project that makes a difference for surface water is likely to score well. Additional details on scoring and ranking may be found in Section 6: Application Review and Ranking.

Required application materials

REQUIRED APPLICATION MATERIALS

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

1. Grant application (Form 8700-284)
2. Authorizing resolution (Form 8700-388 or a substantially similar document) signed by a member of the governing body who is NOT recognized as an authorized representative within the resolution.
3. Map of project location, public access, public land and other use and access features
4. Completed current Project Lab Costs Form (Form 8700-360) (if applicable). This form is updated annually. Please ensure that you are using the most recent form.
5. Letters of commitment or support (if applicable).
6. For projects on public land: a land use agreement or a letter of intent from the property manager.
7. For surface water restoration projects: project design plan.
8. For land acquisitions: Environmental Hazards Assessment (Form 1800-001), appraisal, land management plan, and title insurance.
9. For multi-phased implementation projects that will require activities or funding beyond the scope of the current grant proposal to meet the objectives it is recommended that a financial plan be submitted to explain how subsequent phases will be funded if future Surface Water Grants are unattainable. Examples of supporting documents include most recent IRS filing and year-end financial statements, copy of most recent audit or balance sheets, grant award letters, loan note/approval from a bank, etc.

AUTHORIZING RESOLUTION OR SUBSTANTIALLY SIMILAR DOCUMENT

An authorizing resolution designates a representative of an organization to sign and submit the grant application, sign a grant agreement between the applicant and the department, submit quarterly and/or final reports to the department to satisfy the grant agreement, submit grant reimbursement requests to the department, and sign and submit other required documentation. The authorized representative must be a member, employee, commissioner or board member for the sponsoring governing body or organization. A consultant hired by the applicant cannot be named as authorized representative for the project.

The resolution must be passed by the governing board of the organization applying for funding. An authorizing resolution from a sub-committee will be accepted if written proof that the board has approved the resolution is also provided. Sample authorizing resolutions may be found in Appendix J. If applying as a school district, you must use the school district authorizing resolution form. A substantially similar document demonstrating the approval of the governing board of an organization may be accepted. Please provide a draft of the document to your local environmental grant specialist in advance of the board's consideration.

If an authorizing resolution is signed only by the authorized representative, a copy of the meeting minutes from the meeting where the board granted the authority to that individual must be submitted with the authorizing resolution.

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

MAP OF PROJECT LOCATION

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

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

GRANTS WITH LABORATORY SAMPLES

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

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

SpeeDee Delivery has committed to providing next-day delivery service for shipments occurring anywhere within the state of Wisconsin.

LETTERS OF COMMITMENT OR SUPPORT

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

Letters of support are written by partner organizations and indicate the general support of project activities as outlined in the grant application. These letters can come from local landowners, partner

organizations, local government units, etc. Letters of support are not required but may positively influence the ranking score of the project depending on the grant type and ranking sheet.

Some grant ranking sheets assess the amount of external financial support from partner organizations, so including letters of commitment with application materials may increase ranking scores if the value of the contribution is specified . Review Appendix A: Application Ranking Sheets to review by grant type if letters of support and/or commitment may impact ranking score. All letters of commitment or support must be received before the grant application deadline to be considered during the ranking process.

LAND USE AGREEMENTS

Per ch. NR 193.52(3), Wis. Adm. Code All management grants require that the grantee shall have control of the property, through ownership, easements, deed restrictions, or contract such that the sites being restored with grant funds remain in conservation use for 20 years.

Per ch. NR 193.15, Wis. Adm. Code if the project has an operation and maintenance period of more than 10 years and is on land not owned by the grantee, the grantee must enter into a land use agreement with the landowner and record the cost-share agreement at the register of deeds office in the county where the property is located. Note: Healthy Lakes and Rivers landowner contracts do not have to be recorded. In general, landowner cost-share agreements/contract are not required at the time of application.

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

All land use agreements must be submitted to your local environmental grant specialist to become part of the official grant file.

DESIGN SPECIFICATIONS

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

ADDITIONAL LAND ACQUISITION REQUIRED FORMS

See detailed Land acquisition material requirements in Section 3.

Frequently asked questions

I'M HAVING TROUBLE OPENING THE SURFACE WATER GRANT APPLICATION OR FORMS.

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

1. From a desktop or laptop computer (not a mobile device), download or save the PDF form to your computer (right click on the document, then select "Save as" or "Download").
2. Make a note of where the document is saved on the computer and navigate there.
3. *Right-click* on the file, select "Open with" and choose Adobe Reader.
4. More help is available at https://dnr.wisconsin.gov/site/pdf

If Adobe Reader is not already installed on your computer:

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

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

CAN I ACCESS APPLICATION MATERIALS WITH A MAC COMPUTER?

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

WHAT ADDRESS SHOULD BE LISTED ON THE APPLICATION?

The address on the application should be where you wish to receive payments. This should be the mailbox of the organization and preferably not a personal address of the authorized representative. It is beneficial to list an organization address to avoid filling out additional forms each year before being able to receive checks. You may be contacted by your local environmental grant specialist if your organization's address needs an update for the department's financial information database.

WHO CAN SIGN THE APPLICATION?

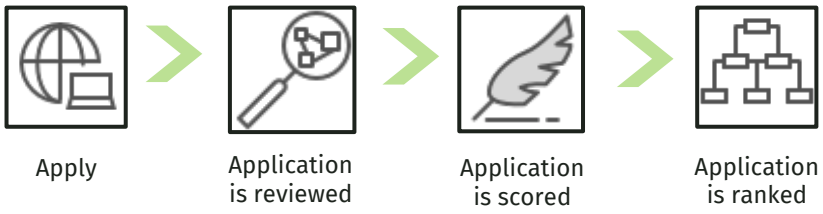
Only an applicant's authorized representative may sign the grant application or a grant agreement on behalf of the organization. See authorizing resolution information.

WHO DO I CONTACT WITH QUESTIONS?

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

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

SECTION 6: APPLICATION REVIEW & RANKING



Section 6, Figure 1. Application review and ranking process.

Application submittal and review

APPLICATION SUBMITTAL

Submit all application materials to DNRSurfaceWaterGrants@wisconsin.gov. Alternately, you may send a printout of the electronically-completed form via mail to DNR Central Office (DNR Surface Water Grants – WY/3, 101 S. Webster St., PO Box 7921, Madison, WI 53707-7921). The authorized representative will receive an email confirming that the application has been received by department staff shortly after submittal. Applications that are incomplete or received after the deadline are considered ineligible for funding.

APPLICATION REVIEW

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

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

Application scoring and ranking

APPLICATION SCORING

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

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

RANKING AND PROJECT FUNDING PRIORITY LIST

Using the final application score, each application is ranked within each grant program to create the project priority list. Projects will be funded in ranking order, starting with the highest scoring project until all available funds are exhausted in each grant program. The project funding priority list along

with final ranking scores will be posted on the Surface Water Grants website after grants have been awarded.

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

EXAMPLE GRANT SCORING

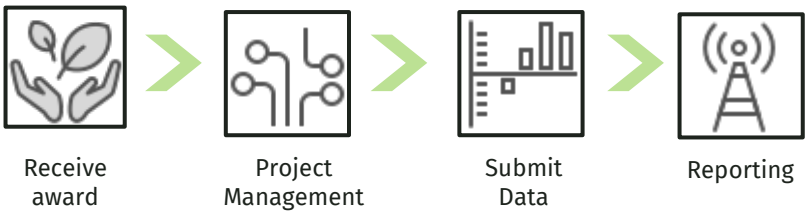
Imagine a grant application is scored over four separate sections: 1. Project impact, 2. Habitat improvement, 3. Complementary management, 4. Likelihood of success. Each reviewer will read the application, reflect on the content provided, and provide a score for each section, as in the table below.

Section 6, Table 1. Example grant ranking scores.

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

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

SECTION 7: GRANT AWARD PROCESS & PROJECT MANAGEMENT



Section 7, Figure 1. Grant award and project management.

Receiving a grant award

Applications are submitted Nov. 15 for all surface water grants except Healthy Lakes & Rivers and AIS Early Detection & Response projects (which may be submitted year-round). Because numerous applications are submitted for one deadline, it may take up to 4 months to receive news of grant award or funding denial. Each application must go through the intake, review, and ranking process outlined in Section 6: Application Review & Ranking.

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

GRANT AGREEMENT

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

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

Project management

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

- Attain Professional Service Agreements for all services requiring more than $5,000 of grant funding (does not apply to Healthy Lakes & Rivers or Clean Boats, Clean Waters grants)
- Adhere to all generally accepted accounting principles
- Maintain all necessary records for 6 years after final payment

- Seek approval from your local lake, stream or AIS biologist and local environmental grant specialist PRIOR to implementing changes to your costs, timeline, or scope
- Notify your local environmental grant specialist if your contact information or Authorized Representative changes.

PROFESSIONAL SERVICE AGREEMENTS

This requirement does not apply to Healthy Lakes & Rivers or Clean Boats, Clean Waters grants.

A grantee who subcontracts or hires an agent to undertake any portion of a project requiring more than $5,000 of grant funding awarded under this chapter must enter into a professional service agreement with the contractor or agent prior to the commencement of any contracted work. Grantees may use Form 8700-379 or a substantially similar form. Agents include professional service providers, consultants, contractors, engineers, designers, attorneys, information technology specialists, planners, educators, and other professionals carrying out activities funded with a grant awarded under this chapter. A grantee who subcontracts or hires an agent should comply with the cost-containment provisions, refer to Section 4: Developing a Budget for more information.

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

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

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

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

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

Grantees must:

- Maintain all financial records related to the project for the required timeframe (at least 6 years unless otherwise noted within your agreement). Land acquisition or easement files must be retained forever. Financial records include:
    - published public notice and bid summaries;
    - records showing volunteer time, donated professional services, supplies and equipment;
    - invoices and receipts;
    - canceled checks, bank or credit card statements, and records of earned interest;
    - documentation regarding the life and depreciation of supplies, equipment, and capital assets purchased with grant funds awarded under this chapter;
    - records related to earned interest, the collection of fees and any other documents that support project costs claimed by the grantee;
    - Any other documents that support project costs claimed by the grantee or required by your local environmental grant specialist as part of a payment request.
- Maintain payroll vouchers for salaries and wages. If payroll vouchers are not used, a statement must be prepared at the end of each pay period showing:
    - the names of employees,

- the number of hours spent on the project,
- project activities undertaken during the pay period, and
- the gross amount of salary earned by each employee working on the project.

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

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

COST, TIME AND SCOPE AMENDMENTS

Any changes to the grant agreement activities (scope), time period, or budget must be requested in writing and submitted to your local environmental grant specialist **before** the grant agreement end date, and before incurring expenses not previously approved. To increase the likelihood of a successful amendment request, it is recommended that the grantee submit the request at least 2 weeks prior to the end date of the grant agreement.

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

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

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

Changes to the Grant Agreement Time Period - Projects must be completed prior to the end date indicated in the grant agreement. If there is the possibility that a project won't be completed by the end date, we recommend that you request a one-year extension. Requests to extend the term of the grant agreement must be made prior to the project end date listed on the agreement. Time extensions are not available for Clean Boats, Clean Waters Grants.

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

CHANGING MAILING ADDRESS OR AUTHORIZED REPRESENTATIVE

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

Reporting data and submitting deliverables

Depending on the project, various types of data will be collected, or reports may be written as part of grant project activities. In order to receive a partial or final payment, your local lake, stream or AIS biologist must review project deliverables. Common project activities and the format for deliverables are listed in Section 3: Developing a Project.

HOW TO SUBMIT DATA AND INFORMATION

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

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

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

WHAT IS A PROGRESS REPORT?

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

NON-POINT SOURCE (NPS) REDUCTION REPORTING

Reporting pollution load reductions is useful for projects that employ non-point source reduction practices. The department may decide to link certain eligible projects to federal 319 support, which invokes a set of special conditions, including reporting. All projects linked to federal 319 funding must include the following with each reimbursement request:

1. List and describe the NPS best management practices installed during the period for which you are seeking reimbursement.
    a. For each practice, include date installed, cost and estimated load reductions (N, P and Sediment lb/yr).
    b. Contact department staff if you need technical assistance.

2. A 1-2 paragraph project status update. Describe any in-progress installations. Include project milestones, accomplishments, and any roadblocks encountered. Include before and/or after photos or new or finalized design documents if relevant.

WHAT IS A FINAL REPORT?

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

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

SECTION 8: REIMBURSEMENTS & CLOSURE

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

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

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

Section 8, Table 1. Project cost-share and reimbursement table.

Grant type	Advance payments	Partial payments allowed	Partial payment frequency	Max. # of partial payments	% Retained for final payment
All Education and Planning Grants	75%	No	N/A	N/A	25%
Fee Simple or Conservation Easement Land Acquisition	N/A	No	N/A	N/A	Remaining costs
Wetland Restoration Incentives	N/A	No	N/A	N/A	0%
All Other Management Grants	25% ($25,000 max)	Yes	1 per year	4	10%

Submitting payment requests

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

ADVANCE PAYMENTS

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

PARTIAL PAYMENTS AND FINAL PAYMENTS

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

Section 8, Table 2. Payment reimbursement checklist.

Documents	Required Information
☐ **Progress or Final Report Submitted**	– Submit report to biologist prior to submitting reimbursement requests to your local environmental grant specialist. Deliverables must be approved by the biologist prior to reimbursement. – Refer to your grant agreement and application for required grant deliverables.
☐ **Grant Payment Request Form and Worksheet** **Form 8700-001**	– The grant payment request form must be completed and signed by individual identified in your Authorizing Resolution. – All approved project expenses (cash, donated, or in-kind) must be included on the worksheet. Expenses not previously identified within the budget submitted to the department will not be considered.
☐ **Proof of Purchase for all purchased services, supplies or equipment**	Examples: – photocopies of the vendor invoices for services or materials – receipts for project materials – invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant are properly identified
☐ **Donated Volunteer Labor Worksheet and Summary** **Form 8700-349A and Form 8700-349C or Equivalent Documentation**	– Volunteer name – Dates and nature of work performed in relation to the project – Number of hours donated – Total value of the donation ($15 multiplied by the number of hours donated) – Volunteer signature or contact information (i.e. telephone number, email and/or address) must be provided
☐ **Donated Equipment or Equipment Usage Worksheet** **Form 8700-362 or Equivalent Documentation**	– Name of the operator – Type of equipment used – Date and nature of work performed in relation to project – Number of hours multiplied by the determined hourly rate

Documents	Required Information
	– Alternatively, an invoice from the donor with the information listed above, and a signed statement from the donor indicating the value of the services donated to the project will be accepted.
☐ **Donated Professional Services Used as Grant Match** **Form 8700-350 OR Invoice from the Donor**	– Name of the donor and professional title – Dates and nature of services performed – Number of hours multiplied by professional wage/benefit rate – Total value of the donation – Signature of donor
☐ **Professional Service Agreements** Form 8700-379 **OR substantially similar agreement**	– Required if a grantee subcontracts or hires an agent to undertake any portion of a project requiring more than $5,000 of grant funding. – Agents include professional service providers, consultants, contractors, engineers, designers, attorneys, information technology specialists, planners, educators, and other professionals carrying out activities funded with a grant awarded under this chapter. – Submit all signed professional service agreements with your request for final payment.
☐ **Recorded Land Use Agreement with Operation and Maintenance Plan (if applicable)**	– Required if the grantee is implementing construction projects on property they do not own (e.g., stormwater best management practices, installed boat landing monitoring systems, etc.). – Submit signed agreements with your request for reimbursement, if it was not previously submitted with your grant application.
☐ **Cost Containment Supporting Documentation**	– If the cost of a project expense exceeds $2,500, a grantee must implement one of the cost containment measures identified in guidance (e.g., average cost, competitive bidding, flat rate, etc.). – As an attachment to the reimbursement form, identify and describe the cost containment measures used for all expenses in excess of $2,500 when seeking reimbursement.
☐ **Depreciation of Equipment Supporting Documentation**	– Required if the grantee receives a donated piece of equipment that has a value of $5,000 or more, if one unit of equipment is purchased at a cost of $5,000 or more, or if the total cost of components of a customized piece of equipment is $5,000 or more. – Provide the useful life of the equipment and how this was determined.
☐ **Proportional Share of Costs Supporting Documentation**	– Required if an item or service is only partially used for implementation of a project funded with a grant (Examples: website design and maintenance, newsletter, or advertising). – Provide proof of purchase, the total cost of the item, and a detailed explanation of the proportion of that item used for the implementation of the project.
☐ **Other _____**	– Refer to your Grant Agreement for additional requirements (e.g., land and conservation easement acquisition projects).

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

APPROVAL AND PAYMENT PROCESS

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

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

Grant termination

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

Audit

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

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

Maintenance and disposition of assets

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

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

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

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

(c) After the term of a grant agreement the grantee may retain, sell, or donate equipment purchased with a grant under this chapter and may retain sale proceeds. Sales to state of Wisconsin employees

are prohibited unless items are sold at announced public sales or auctions. Acceptable methods for sale or donation include any of the following:

1. Competitive bid.

2. Public auction.

3. Open negotiated and documented sale.

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

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

6. Sale for salvage value.

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

(3) Capital assets. The grantee shall retain capital assets purchased with grant funds awarded under this chapter in good working order during the term of the grant agreement, including use of proper fuel, routine maintenance, and fresh batteries. Other conditions pertaining to capital assets include the following:

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

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

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

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

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

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

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

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

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

APPENDICES

REV APPENDIX A: APPLICATION RANKING SHEETS

The ranking sheets in Appendix A are examples to share the criteria ranking teams will use to assign funding priority to the applications submitted for consideration for a Surface Water Grant. Each of the following ranking sheets are filled out to show the maximum score per category.

SURFACE WATER EDUCATION

SURFACE WATER EDUCATION **$5,000**

Applicant Name: *PROJECT SCORE*

Applicant Name	**18**

Project Title:

Project Title

Ranker ID:

Ranker ID

1. Project Impact (33%)	
The degree to which a project will enhance knowledge and understanding of surface water, aquatic ecosystems or AIS.	
Additional tips: Application makes the case for why the education topic is important, timely, and/or fills a knowledge gap. Describes how education effort leads to intended outcomes (e.g., behavior change, ecosystem benefits, etc.). Describes performance measures to evaluate the reach, utility, or other aspect of the educational effort. Project employs existing program-approved communication tools if they exist (e.g., AIS signage). Higher scoring projects will share specific and targeted information designed to increase engagement or change behavior (e.g., efforts to reduce erosion, establish native plants, etc.). Lower scoring projects lack activity or content details and do not describe intended behavior change or ecosystem benefit.	
Comments:	**0-6 points**
	6

2. Project Design (22%)	
The degree to which a project will provide engaging, in-person education or outreach.	
Additional tips: Describes and considers the target audience in the messaging design. Describes number of people targeted and specific mode(s) to reach the target audience (e.g., workshop, class, field day, recognition program, brochure/printed material, etc.). Includes specific details about who will conduct activities and how they are qualified to do so. Includes specific details about location and timing of events and why they are best suited for the target audience. Projects that do not include an in-person education component need to provide a strong rationale.	
Comments:	**0-4 points**
	4

3. Capacity Focus (22%)	
The degree to which a project will build an organization's capacity to develop or enhance partnerships.	
Additional tips: Project activities work to build capacity through membership, relationships, partnership building, and/or skills and training. Project develops materials to attract members to an organization. Higher scoring projects will measure and report how capacity increased with this project. Higher scoring projects will describe how the organization will build upon this education project to implement a planning or management project.	
Comments:	**0-4 points**
	4

4. Broader Impacts (22%)	
The degree to which a project broadens public understanding.	
Additional tips: Project considers equal engagement and access in design, messaging, and partner involvement. Project includes activities intended to benefit historically marginalized communities. Project activities were developed with input from a diverse group of partners and/or will be completed in conjunction with them. Regional or county-wide projects that are not designed to engage a diverse audience should score zero.	
Comments:	**0-4 points**
	4

5. Other	
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	**0**
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
OVERALL TOTAL:	**18**
TOTAL POINTS POSSIBLE:	**18**

Insert any additional feedback for applicant here.
Insert text here.

REV - SURFACE WATER PLANNING – AIS

SURFACE WATER PLANNING - AIS	$10,000
Applicant Name:	*SCORE*
Applicant Name	22
Project Title:	
Project Title	
Waterbody (WBIC):	
Waterbody (WBIC)	

1. Feedback	
Was feedback incorporated?	
YES, project incorporated feedback provided during project development (0)	0
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	

2. First-time AIS Planning Project	
If awarded, will this be the first time the waterbody has received an AIS Planning (AEPP) grant?	
YES, first-time planning project in this specific category (AEPP) for the waterbody **(2)**	2
NO, planning project in this specific category (AEPP) awarded for the waterbody in ≥4 years (1)	
NO, planning project in this specific category (AEPP) awarded for the waterbody in <4 years (0)	

3. Public Access	
Is there public access?	
YES, public boating access satisfies NR 1.91 by meeting access standards or public demand, or is a regional, wetland, or river project (20)	20
NO, public boating access does not meet NR 1.91 minimum standards and does not meet public demand (0)	
OVERALL TOTAL:	22
TOTAL POINTS POSSIBLE:	22
MINIMALLY ACCEPTABLE SCORE:	0

Insert any additional feedback for applicant here.
Insert feedback here.

SURFACE WATER PLANNING – LAKES AND RIVERS

SURFACE WATER PLANNING - LAKES AND RIVERS **$10,000**

Applicant Name: *PROJECT SCORE*

Applicant Name	**43**

Project Title:

Project Title

Waterbodies:

Waterbodies

Ranker ID:

Ranker ID

1. Project Impact (38%)

The degree to which the project will protect or restore water quality or an aquatic ecosystem.

Determine project type (columns) then use tips (rows) to determine score:

	Technical project and Pre-implementation designs	**Assessments and planning**
Low	Project or design is limited in scale or impact.	Update to a management plan that has not been implemented.
	Design provides temporary solution.	Unclear how the collected data will be used.
		Collects repeat data.
Mid	Project answers unique science question pertinent to restoration or protection.	Collects repeat data and is necessary for purpose of establishing or evaluating a trend.
	Completes piece(s) of overall design.	First data collection effort for waterbody.
High	Project will result in actionable next steps.	Planning project will complete one or more management plan elements.
	Project provides a longterm solution that addresses root cause of issue.	Data used to make a decision or for specific protection or restoration activity.
	Results in a shovel-ready design.	

Comments:	**0-6 points**
	6

2. Appropriateness and Need (38%)	
The degree to which the activities are appropriate given the project type and needed to protect or improve surface water.	
Additional tips: Application explains how the project will address unique characteristics and needs of a waterbody or watershed. Data/information to be collected/compiled is appropriate for the current stage of the planning project. Early-stage projects might focus on gathering or modeling data and planning management actions, later-stage projects might investigate specific pollution sources and develop solution alternatives. Additional planning, monitoring, or analysis is necessary to solve problem or answer scientific question or solve an identified problem. All activities are justifiable and necessary to achieve project objectives. Appropriate technical resources are involved. Design work, modeling, or additional planning is needed for the project to proceed to implementation. 0 points to be awarded for updates when the existing management plan has no history of implementation (history may be demonstrated by participation in Healthy Lakes & Rivers or protection or restoration projects).	
Comments:	**0-6 points**
	6

3. Complementary Efforts (25%)	
The degree to which the project will support various, coordinated efforts on a waterbody or within a region.	
Additional tips: Planning project is identified in an existing report or management plan for the waterbody or watershed. Activities align with and contribute to existing planning efforts at multiple levels (e.g., waterbody, local, or regional); the project results in information that will be used by someone other than the applicant to make decisions or implement a project. Application describes how the activities complement completed/ongoing restoration or protection planning or implementation efforts. Project activities were developed with input from key partners and/or will be completed in conjunction with key partners. Letters of support describe how the proposed grant activities are relevant to the organization providing the letter and specifically how the organization will provide support or be involved. Low scoring letters are those that are substantively form letters and/or only provide minimal, unspecific details.	
Comments:	**0-4 points**
	4

4. Other	
External Financial Support?	
YES, financial (cash) support is at least 10% of the required match amount and is committed in writing by external organizations (not individuals); these organizations are not receiving grant funding for any activities included in the application (1)	1
NO, there is no financial (cash) support or it is less than 10% of the required match amount (0)	
New Waterbody?	
YES, first-time planning project in this specific category (RP, LPL) for the waterbody (0.5)	0.5
NO, not the first planning project in this specific category (RP, LPL) for the waterbody (0)	
New Applicant?	
YES, first-time planning project in this specific category (RP, LPL) for the applicant (0.5)	0.5
NO, not the first planning project in this specific category (RP, LPL) for the applicant (0)	
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	0
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
Public Access?	
YES, Public boating access satisfies NR 1.91 by meeting access standards or public demand, or is a regional or river project (25)	25
NO, Public boating access does not meet NR 1.91 minimum standards and does not meet public demand (0)	
OVERALL TOTAL:	43
TOTAL POSSIBLE POINTS:	43

Insert any additional feedback for applicant here.
Insert feedback here.

COMPREHENSIVE MANAGEMENT PLANNING

COMPREHENSIVE MANAGEMENT PLANNING	**$25,000 (Lakes)**
Applicant Name:	*PROJECT SCORE*
Applicant Name	**52**
Project Title:	
Project Title	
Waterbodies:	
Waterbodies	
Ranker ID:	
Ranker ID	

1. Problem Identification (15%)	
The degree to which the proposed project will address a problem that needs additional planning in order to implement projects to protect or restore water quality or an aquatic ecosystem's quality, integrity, or provision of services.	
Additional tips: Problem statement identifies a challenge and why it is important. Project outlines history of a challenge including historical management actions or approaches that may or may not have been effective. Identifies if waterbody is impaired or part of a larger effort (e.g., TMDL, 9 Key Element Plan, etc.). A score of 0 means that no problem is or has been previously identified. Note that not having a plan or having an outdated plan does not constitute a problem.	
Comments:	**0-4 points**
	4

2. Appropriateness & Need (23%)	
The degree to which the proposed project is appropriate considering the management challenge and needed to implement protection or restoration recommendations.	
Additional tips: Applicants should make a case as to why the work is appropriate and necessary for planning and implementing management actions and how the plan will address the identified problem. Includes description of a complex management challenge that requires a holistic approach; there is a strong case for why the proposed comprehensive management planning approach is appropriate. Includes description of why the work is necessary -There are data or modeling needed to understand and identify possible solutions (e.g., applicant does not propose to collect data that is already available or re-run WiLMS with the same WiscLand data). -Applications for plan updates must demonstrate that conditions have meaningfully changed (e.g., much landuse change, widespread BMP implementation, etc.). High scoring projects are better connected to and include active collaboration with complementary restoration and protection efforts that are different from the applicant's own (e.g., 9 Key Element plans, county land & water plans, protection plans, etc.). Low scoring projects propose to update plans that have never been implemented. No points should be awarded for updates when the plan has no history of implementation; history may be demonstrated by participation in Healthy Lakes & Rivers or other protection or restoration actions. Participating in CLMN or CBCW or conducting volunteer AIS monitoring is not considered implementing a management plan.	
Comments:	**0-6 points**
	6

3. Planning Efforts (23%)	
The degree to which the project will assess watershed, in-water, and shoreland quality conditions and are used to develop protection or restoration recommendations.	
Additional tips: Projects include activities to inventory conditions and threats to watershed in order to prioritize protection or restoration efforts (e.g., focus on vulnerable areas like steep slopes, critical habitat, developable land). Recommendations will include strategies and activities relevant to inventoried items. Projects include activities to assess in-water condition and identify management recommendations that will protect or restore it. In-water conditions include water quality, AIS, habitat, connectivity, oxygen, and biological populations. Projects include activities to assess shoreland conditions and identify management recommendations that will protect or restore them. Recommendations may be directed toward improving habitat, preventing erosion and runoff, or other factors. Makes use of publicly available data. Describes why monitoring or data collection is needed, how collection will support existing available data, and how the data will be used to support implementation. Uses data to generate long-term solutions that protect or restore documented watershed, in-water, and shoreland problems. Includes assessment of organization and includes recommendations to enhance capacity, ability to implement, and build partnerships. Provides description of outreach (e.g., public meetings, stakeholder survey, etc.) to be completed including the purpose and how the information will be utilized. Credit to be given for watershed, in-water, and shoreland components conducted under previous planning efforts or by other organizations.	
Comments:	**0-6 points**
	6

4. Connection to Implementation (31%)	
The degree to which the planning project is likely to result in implementation.	
Additional tips: Discuss any alternatives analyses and any management objectives that were considered but not recommended. Identify high-priority management projects for implementation. Includes description of technical needs, projected costs, lead implementors, and implementation timelines. High scoring projects specify a commitment to implement the resulting plan. -Evidence may be supplied via past history, letters of support, volunteer engagement, or other evidence demonstrating ability and willingness to engage in implementation. High scoring projects will include support from critical implementation partners. -A 9 Key Element watershed plan might demonstrate support from producer-led groups, local government entities and other critical partners. A protection plan might include support from a local land trust, local governments, or other entities. High scoring projects include a plan to build the capacity for implementation where lacking. Low scoring projects have a weak connection to implementation, the applicant demonstrates no history or commitment to implement the resulting plan recommendations.	
Comments:	**0-8 points**
	8

5. Letters of Support (8%)	
The degree to which the project builds partner support.	
Letters of support specifically describe how the work to be funded by the grant: Is relevant and of interest to the organization providing the letter. Specifically relates to the ongoing, planned, and/or future work of the organization providing the letter. Will involve the organization and how they will support or participate in the activities listed in the grant. Low scoring letters are those that are substantively form letters and/or only provide minimal details on the above items compared to those which go into depth on the above items.	
Comments:	**0-2 points**
	2

6. Other	
External Financial Support?	
YES, financial (cash) support is at least 10% of the required match amount and is committed in writing by external organizations (not individuals); these organizations are not receiving grant funding for any activities included in the application (1)	**1**
NO, there is no financial (cash) support or it is less than 10% of the required match amount (0)	
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	**0**
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
Public Access?	
YES, Public boating access satisfies NR 1.91 by meeting access standards or public demand, or is a regional or river project (25)	**25**
NO, Public boating access does not meet NR 1.91 minimum standards and does not meet public demand (0)	
OVERALL TOTAL:	**52**
TOTAL POSSIBLE POINTS:	**52**

Insert any additional feedback for applicant here.
Insert text here.

COUNTY LAKE **$50,000**

Applicant Name: *PROJECT SCORE*

Applicant Name	**46**

Project Title:

Project Title

Ranker ID:

Ranker ID

1. Project Impact (40%)	
The degree to which the proposed project will plan or implement protection activities to protect water quality, aquatic habitat or the surrounding watershed.	
The highest-scoring projects will: Use HWHQW modeling and assessment results, watershed protection priorities, and strategies identified in the HWHQW Action Plan. Implement forested watershed conservation, permanent land protection, natural flood management, or other management strategies to protect watersheds and High-Quality Waters. Identify opportunities and reduce barriers to protection implementation. Identify waters and resources most vulnerable to degradation from lake or shoreland use and recommend remedies. Preference will be given to projects that build on the HWHQW modeling and assessment results, including the Vulnerability Index. Collect data only where necessary to fill a critical data need.	
Comments:	**0-8 points**
	8

2. Project Approach (30%)	
Provides strategic approach and well thought out sequence of projects that complement other efforts in the High-Quality Water(s) or watershed.	
The highest-scoring projects will: Outline an overall protection strategy and it is clear where the proposed project fits within the overall sequence. Include activities that align with and contribute to existing planning efforts at multiple levels (e.g., waterbody, watershed, regional). Correspond to recommendations in a management plan (e.g., HWHQW Action Plan, a county land & water plan, watershed or lake protection plan, etc.). Be developed with input from key partners and/or will be completed in conjunction with key partners.	
Comments:	**0-6 points**
	6

3. Likelihood of Success (20%)	
The degree to which the applicant is likely to successfully meet project objectives and goals.	
Additional tips: Applicant demonstrates history of successful planning or implementation projects. Applicant describes their own organization's capacity, as well as other partners' commitments that will result in a successfully completed project. Application includes or applicant plans to establish quantitative targets and milestones to measure progress. Project builds or enhances capacity through meaningful engagement.	
Comments:	**0-4 points**
	4

4. Letters of Support (10%)	
The degree to which the project documents partner support.	
Letters of support specifically describe how the work to be funded by the grant: Is relevant and of interest to the organization providing the letter. Specifically relates to the ongoing, planned, and/or future work of the organization providing the letter. Will involve the organization and how they will support or participate in the activities listed in the grant. Low scoring letters are those that are substantively form letters and/or only provide minimal details on the above items compared to those which go into depth on the above items.	
Comments:	**0-2 points**
	2

5. Other	
New Applicant?	
YES, first-time county lake grant project for the applicant (1)	**1**
NO, not the first county lake grant project for the applicant (0)	
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	**0**
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
Public Access?	
YES, Public boating access satisfies NR 1.91 by meeting access standards or public demand, or is a regional or river project. *This should be the default for countywide projects. (25)*	**25**
NO, Public boating access does not meet NR 1.91 minimum standards and does not meet public demand (0)	
OVERALL TOTAL:	**46**
TOTAL POSSIBLE POINTS:	**46**

Insert any additional feedback for applicant here.
Insert text here.

HEALTHY LAKES AND RIVERS **$25,000**

Applicant Name: *PROJECT SCORE*

Applicant Name	**13**

Project Title:

Project Title

Ranker ID:

Ranker ID

1. Project Impact	
The degree to which the proposed project will protect or restore water quality or an aquatic ecosystem's quality, integrity or provision of services.	
Project is located on an Outstanding/Exceptional Resource Water. Project located on an identified High-Quality Water in Wisconsin. Project located on an impaired water listed on 303(d) list. Other justification provided in application.	
Comments:	**0-3 points**
	3

2. Habitat Improvement	
The degree to which the project is likely to protect or restore habitat quality, integrity or resilience.	
Adjacent to sensitive area, walleye or other documented fish spawning habitat, wildlife area, state natural area, park, etc. Other justification provided in application.	
Comments:	**0-3 points**
	3

3. Complementary Management	
The degree to which the proposed project complements other lake and watershed planning or management efforts.	
Project is aligned with local or regional management plans. Project has support from other affected management units or organizations.	
Comments:	**0-2 points**
	2

4. Likelihood of Success	
The likelihood of the project to successfully meet the stated project objectives and 2-year timeline and the degree of detail in the application.	
The majority of site visits and design plans are complete. All project participants have signed commitment pledges. Adjacent properties are participants or have participated in the past. Completed lakeshore habitat assessment or similar inventory. Long-term monitoring and/or compliance strategy described. Above and beyond with education and outreach efforts, including demonstration sites.	
Comments:	**0-5 points**
	5
OVERALL TOTAL:	**13**
TOTAL POSSIBLE POINTS:	**13**

Insert any additional feedback for applicant here.
Insert text here.

MANAGEMENT PLAN IMPLEMENTATION **$50,000 (Rivers) $200,000 (Lakes)**
SURFACE WATER RESTORATION **$25,000 (Rivers) $50,000 (Lakes)**

Applicant Name: *PROJECT SCORE*

Applicant Name	**48**

Project Title:

Project Title

Waterbodies:

Waterbodies

Ranker ID:

Ranker ID

1. Project Impact (40%)

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

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

	Management Plan Implementation, Surface Water Restoration	Management Staffing	Applied Management Studies
Low	Project is limited in scale or impact. Project design not complete and/or lacks detail. Limited water quality and/or habitat benefits.	Performance measures not clear. Proposes to recruit for implementation without evidence of past success. Activities are primarily related to planning (e.g., outreach, monitoring, etc.).	Project is limited in scale or impact. Weak articulation of knowledge gap. No plan for communication.
High	Large-scale restoration or protection project (e.g. for shoreland lengths ≥ 300 feet or contiguous properties). Quantifiable water quality and/or habitat benefit considering size, location, and scale of the project. Implement shovel-ready design(s) with participants committed in writing. Projects consider connectivity (e.g., improves habitat movement, dispersal and corridors, removing barriers to re-connect hydrologic features and biological populations, etc.) Permanent land protection. Protects vulnerable wetlands or restores degraded wetlands likely to improve water quality and ecosystem function.	Strong focus on coordinating implementation of water quality and/or habitat improvements or protection activities. Position and projects are specifically targeted to reach participants with a clear implementation strategy in mind. Activities include quantifiable goals and metrics. Identifies specific projects that are ready to be implemented; also refer to criteria for management plan implementation. Demonstrates compelling need for coordinator or staffing position. Provides long-term vision to maintain longevity and financial continuity of position; includes diversified funding sources.	Fills important knowledge gap. Will implement large or impactful protection or restoration action. Plans broad communication of findings.
	Activities occurring in a high priority area or watershed; e.g., addresses documented impairment, benefits or protects High-Quality Waters.		
	Directly benefit (enhance, restore, protect) the habitat of aquatic or nearshore species with a special conservation status, or is in or adjacent to a state natural area, O/ERW, sensitive area, critical habitat area, or another area of special natural resource interest.		
	Project builds on past success.		

Comments: **0-8 points**

	8

2. Complementary Management (30%)	
The degree to which the project will complement other management efforts by protecting or restoring surface waters by working effectively at the watershed scale.	
Additional tips: The highest-scoring projects are better-connected to and include active collaboration with complementary restoration and protection efforts or agencies that are different from the applicant's own (e.g., 9 Key Element plans, County Land and Water plans, protection plans). More points may be awarded for more 'active' collaboration and engagement. Evidence of more active collaboration is usually more specific and strategic, demonstrating closer involvement and parallel work. Monitoring and modelling efforts should not be duplicated. Higher-scoring projects may build on the accomplishments of previous management projects. Letters of support describe how the proposed grant activities are relevant to the organization providing the letter and specifically how the organization will provide support or be involved. Low scoring letters are those that are substantively form letters and/or only provide minimal, unspecific details. The applicant is a Green Tier Community Charter member.	
Comments:	**0-6 points**
	6

3. Likelihood of Success (30%)	
The degree to which the applicant is likely to successfully meet project objectives and accomplish project goals.	
Additional tips: Project objectives are clear, steps to implementation are sensible with a timeline. Lower-scoring projects are generic and lack detail. Applicant demonstrates capacity to carry out the proposed project. Higher-scoring implementation projects have participation commitments in writing from necessary property owners. Management plan implementation projects are shovel-ready; project has been discussed with permitting agencies or has received permit approvals. Project design plans (i.e., timeline, site map, maintenance plan, and supporting documentation) necessary for surface water restoration projects are detailed and clear.	
Comments:	**0-6 points**
	6

4. Other	
External Financial Support? (assign points in 1 row only)	
YES, financial (cash) support is at least 10% of the required match amount and is committed in writing by external organizations (not individuals); these organizations are not receiving grant funding for any activities included in the application (1)	
YES, financial (cash) support is at least 50% of the required match amount and is committed in writing by external organizations (not individuals); these organizations are not receiving grant funding for any activities included in the application (2)	2
NO, there is no financial (cash) support or it is less than 10% of the required match amount (0)	
New Waterbody?	
YES, first-time management project within the category (e.g., LPT, RES, RM) for the waterbody (0.5)	0.5
NO, not the first management project within the category (e.g., LPT, RES, RM) for the waterbody (0)	
New Applicant?	
YES, first-time management project within the category (e.g., LPT, RES, RM) for the applicant (0.5)	0.5
NO, not the first management project within the category (e.g., LPT, RES, RM) for the applicant (0)	
Phased Project Requiring Future Grant Applications to Achieve Full Benefit?	
YES, applicant has provided a financial plan approved by the environmental grants specialists demonstrating the financial capacity to complete the subsequent phases required to achieve the benefit of the activities outlined within the grant (0)	
YES, it is a phased project and applicant does not have a financial plan outlining how they will fund future phases of the project that will be required to achieve the benefit of the activities outlined within the grant proposal (-30)	
NO, all benefits will be achievable within the timeframe of the grant (0)	0
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	0
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
Public Access?	
YES, Public boating access satisfies NR 1.91 by meeting access standards or public demand, or is a regional or river project (25)	25
NO, Public boating access does not meet NR 1.91 minimum standards and does not meet public demand (0)	
OVERALL TOTAL:	48
TOTAL POSSIBLE POINTS:	48

Insert any additional feedback for applicant here.
Insert feedback here.

ORDINANCE DEVELOPMENT

ORDINANCE DEVELOPMENT	**$50,000**
Applicant Name:	*PROJECT SCORE*
Applicant Name	**45**
Project Title:	
Project Title	
Ranker ID:	
Ranker ID	

1. Benefit to Surface Waters (50%)	
The degree to which the proposed project will protect or prevent degradation of water quality or an aquatic ecosystem's quality, integrity, or provision of services.	
Additional tips: Proposes one or more new regulations that meet or exceed state minimums for water quality protection such as: stormwater management; construction site soil erosion and sediment control; increasing building setbacks requirements or eliminate setback averaging; minimizing impervious surface; etc. The project proposes developing a protective ordinance for one of Wisconsin's identified High-Quality Waters. The jurisdiction (e.g., county, town, etc.) where the project is located has never completed a protective ordinance. The applicant has adopted a comprehensive plan consistent with ss. 66.1001 Stats. and has a natural resources section that incorporates shoreland protections. The applicant is a Green Tier or Clean Waters charter member.	
Comments:	**0-10 points**
	10

2. Project Approach (40%)	
Provides strategic approach and well thought out sequence that will result in an adopted ordinance.	
Additional tips: Consider the extent to which data collection, modeling, outreach, or other planning efforts have occurred in preparation for ordinance development. The jurisdiction has an adoption process and proposes to adopt the resulting ordinance. Includes description of the steps to reach ordinance adoption with a timeline. Describes administrative and enforcement capacity and costs to implement the ordinance. Higher-scoring projects complement other restoration or protection efforts or initiatives. Has an information and education plan including 3 or more public outreach events (not public hearings) to provide information, discuss ordinance changes, and gather public input.	
Comments:	**0-8 points**
	8

3. Letters of Support (10%)	
The degree to which the project documents partner support.	
Letters of support specifically describe how the work to be funded by the grant: Is relevant and of interest to the organization providing the letter. Specifically relates to the ongoing, planned, and/or future work of the organization providing the letter. Will involve the organization and how they will support or participate in the activities listed in the grant. Low scoring letters are those that are substantively form letters and/or only provide minimal details on the above items compared to those which go into depth on the above items.	
Comments:	**0-2 points**
	2

4. Other	
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	**0**
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
Public Access?	
YES, Public boating access satisfies NR 1.91 by meeting access standards or public demand, or is a regional or river project. *This should be the default for countywide projects.* (25)	**25**
NO, Public boating access does not meet NR 1.91 minimum standards and does not meet public demand (0)	
OVERALL TOTAL:	**45**
TOTAL POINTS POSSIBLE:	**45**

Insert any additional feedback for applicant here.
Insert text here.

REV AIS PREVENTION

AIS PREVENTION	Up to $24,000
Applicant Name:	*PROJECT SCORE*
Applicant Name	**20**
Project Title:	
Project Title	
Ranker ID:	
Ranker ID	

1. Project Design (71%)	
The degree to which the project will reduce the spread or risk of introduction of AIS.	
Additional tips:	
Project clearly defines a goal and objectives.	
Project follows department-approved protocols when possible OR methods have been proven effective by other	
Project is measurable, proposing metrics to track project outcomes. Includes Measure Of Progress (MOPs) or have a plan to develop MOPs that will help to understand whether projects are working and where they can be improved.	
Describes how project findings will be disseminated; including successful and unsuccessful interventions.	
Describes how findings from natural resources social science publications were used to design project.	
A pilot project developed in collaboration with department staff with the intention to broaden efforts regionally or statewide if successful.	
Proposes regional (multi-county) coordination of department-approved prevention programs.	
High scoring projects:	
- Focus on a pathway or sub pathway listed in the WI AIS Management Plan, rather than a specific species.	
- Utilize a CBSM (community-based social marketing) strategy.	
- Include work or advisory groups.	
- Conduct research (e.g., inventory, survey, etc.) that is used to inform implementation efforts.	
- Include professional social scientist contractor in development and implementation of project.	
Comments:	**0-10 points**
	10

2. Complementary Prevention (29%)	
The degree to which the project will support other prevention efforts.	
Additional tips:	
Approach is a priority within a statewide, regional, or local management plan.	
Applicant (or non-State entity providing financial contribution) to the project are actively implementing LMPN or other complementary approaches to preventing the spread of AIS.	
Project activities were developed with input from key partners and/or will be completed in conjunction with key partners.	
Letters of support describe how the proposed grant activities are relevant to the organization providing the letter and specifically how the organization will provide support or be involved. Low scoring letters are those that are substantively form letters and/or only provide minimal, unspecific details.	
Comments:	**0-4 points**
	4

3. Other	
Prevention Priority (assign points in 1 row only)	
On department's "Top 300 AIS Prevention Priority Waterbodies" list (1)	
Containment of a verified population of a high-priority NR40 restricted species with low prevalence in geographic region or HUC-12 watershed (2)	
Containment of a verified population of a NR40 prohibited species OR Shielding from a verified population of a NR40 prohibited species within 15 mile radius of target waterbody(s) (3)	
Efforts that are larger in scope working on a multi-county or geographic region level (4)	4
External Financial Support? (assign points in 1 row only)	
YES, financial (cash) support is at least 10% of the required match amount and is committed in writing by external organizations (not individuals); these organizations are not receiving grant funding for any activities included in the application (1)	
YES, financial (cash) support is at least 50% of the required match amount and is committed in writing by external organizations (not individuals); these organizations are not receiving grant funding for any activities included in the application (2)	2
NO, there is no financial (cash) support or it is less than 10% of the required match amount (0)	
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	0
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
OVERALL TOTAL:	20
TOTAL POSSIBLE POINTS:	20

Insert any additional feedback for applicant here.
Insert text here.

AIS POPULATION MANAGEMENT

AIS POPULATION MANAGEMENT	**$50,000 (Small-scale) $150,000 (Large-scale)**
Applicant Name:	*PROJECT SCORE*
Applicant Name	**31**
Project Title:	
Project Title	
Ranker ID:	
Ranker ID	

1. Prevention (17%)	
The degree to which an AIS prevention strategy is being implemented.	
Additional tips: The applicant has identified applicable AIS pathways and is taking relevant steps to achieve containment of the population. Waterbody is on department priority waterbody list or contains an isolated high-priority AIS population having low prevalence in geographic region or HUC-12 watershed. A prevention strategy is in place. Participation in Clean Boats, Clean Waters, support for disinfection and decontamination, and/or participation in other department-approved AIS prevention initiatives.	
Comments:	**0-4 points**
	4

2. Management Strategy (33%)	
The degree to which the project develops and implements a strategic control strategy for an AIS population.	
Additional tips: All projects must follow a management plan, but higher-scoring projects identify the decision-making process and cite action triggers, strategies, and objectives from the plan. Target population has documented adverse impacts in the specific project area. The applicant has analyzed the efficacy of past control efforts and proposes to evaluate the efficacy and non-target effects of the proposed control project. The applicant has demonstrated willingness to change their management strategy as a result of new information (e.g. species characteristics, control efficacy, habitat composition, water quality, non-target effects). Management strategy accounts for system, habitat, native community, functional value or other unique characteristics of the ecosystem (e.g., State Natural Area, O/ERW, sensitive or critical habitat, ASNRI). Higher-scoring projects evaluate and prioritize control efforts, explain how Integrated Pest Management (IPM) is incorporated within approach, and builds on successful past interventions to successively reduce population size. E.g., starting with areas of greatest vulnerability, populations most tractably controlled, or other approach to maximize efficacy or benefit.	
Comments:	**0-8 points**
	8

3. Probability of Successful Outcome (33%)	
The degree to which the project is likely to successfully meet project objectives and accomplish project goals.	
Additional tips: Project activities identify a reasonable timeline for implementation. Project may be permittable under NR 107 or NR 109, or has received permit approvals already. Selected approach is scale appropriate and anticipated to be effective at population management and for site/habitat characteristics. Activities align with the management strategy and account for system, habitat, native community, functional value or other unique characteristics of the ecosystem. The extent of the target population is clearly stated and the project intends to use current information on population extent to plan management activities.	
Comments:	**0-8 points**
	8

4. Complementary Management (17%)	
The degree to which the project will complement other management efforts to protect or restore surface waters.	
Additional tips: Higher-scoring applicants will demonstrate a commitment to ecosystem protection and restoration. They will have implemented or significantly participated in one or more projects having broader beneficial effects on the ecosystems within the past 5 years (e.g., shoreland or wetland restoration, Healthy Lakes and Rivers, nutrient management, etc.). The applicant has taken steps to protect or improve the quality of the waterbody or watershed through planning and implementation in *addition* to work on AIS.	
Comments:	**0-4 points**
	4

5. Other	
External Financial Support? (assign points in 1 row only)	
YES, financial (cash) support is at least 10% of the required match amount and is committed in writing by external organizations (not individuals); these organizations are not receiving grant funding for any activities included in the application (1)	
YES, financial (cash) support is at least 50% of the required match amount and is committed in writing by external organizations (not individuals); these organizations are not receiving grant funding for any activities included in the application (2)	**2**
NO, there is no financial (cash) support or it is less than 10% of the required match amount (0)	
For the species, will there be AIS Population Management grants open for the river segment or lake? Or to the applicant for wetland projects?	
YES, there is an open AIS Population Management grant(s) for the species for the river segment or lake or to the applicant for wetland projects (0)	
NO, there are no open AIS Population Management grants, or any open grant(s) will be closed on December 31 of year the grant application was submitted (2)	**2**
For the species, have there been any AIS Population Management grants awarded in the last 5 years for the river segment or lake? Or to the applicant for wetland projects?	
YES, there has been an AIS Population Management grant awarded for the species in the last 3 years for the river segment or lake or to the applicant for wetland projects (0)	
YES, there has been an AIS Population Management grant awarded for the species in the last 4 or 5 years for the river segment or lake or to the applicant for wetland projects (1)	
NO, any awarded AIS Population Management grant occurred 6 or more years ago or there have not been any AIS Population Management grants awarded (3)	**3**
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	**0**
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
OVERALL TOTAL:	**31**
TOTAL POINTS POSSIBLE:	**31**

Insert any additional feedback for applicant here.
Insert text here.

LAND ACQUISITION

LAND ACQUISITION	**$50,000 (Rivers) $200,000 (Lakes)**
Applicant Name:	*PROJECT SCORE*
Applicant Name	**20**
Project Title:	
Project Title	
Ranker ID:	
Ranker ID	

1. Project Impact (32%)	
The degree to which the proposed project will protect or restore water quality or an aquatic ecosystem's quality, integrity, or provision of services.	
Additional tips: Implementation of land management plan will reduce nutrient loading to the waterbody. Parcel's land management plan requires a land use change such as 1) the removal of existing impervious surface of at least ¼ acre or 2) conversion of at least ¼ acre of exposed soil (farmland, industrial site) to a vegetated condition. The proposed site management plan calls for native/natural landscape management (no mowed or manicured landscaping) with no adverse or significant additions of impervious surfaces or structures. Project parcel drains directly to a lake or river or is within 1,000 feet of the lake or river if draining to a tributary to a lake. Project parcel is located on an Exceptional or Outstanding Resource Water. Project parcel is located on one of Wisconsin's identified High-Quality Waters. Project parcel is > 10 acres.	
Comments:	**0-6 points**
	6

2. Habitat Improvement (32%)	
The degree to which the project is likely to protect or restore habitat quality, integrity, or resilience.	
Additional tips: Project acquires at least 200 frontage feet of a waterbody. The project parcel contains frontage on at least 1 wild lake (defined as less than one structure per mile of shoreline) or a State or Federally designated wild river. Project parcel is adjacent to or within a DNR-designated Sensitive Area or comparable habitat assessment (e.g., DNR Critical Habitat Designation). The site links to other habitat areas being managed for public benefit (e.g., public lands, NCO lands, or private lands under easements or enrolled in conservation programs). The project parcel contains a unique feature such as a bog, fen, or spring. The project parcel contains at least ½ acre of wetlands.	
Comments:	**0-6 points**
	6

3. Complimentary Management (5%)	
The degree to which the proposed project complements other lake and watershed management efforts including comprehensive planning.	
Additional tips: The project is specifically recommended in a plan other than the applicant's (e.g., in a basin plan, county land and water resource plan, local comprehensive plan). The project continues or completes a previously started project in a DNR-approved plan or previously approved project that includes related resource goals and objectives. The project has a written letter of commitment from a school, unit of government, civic group (e.g., scouts, church, etc.), adult education group, or volunteer group to utilize the site for educational purposes at least 1 time a year. The applicant is a Green Tier or Clean Waters charter member.	
Comments:	**0-1 points**
	1

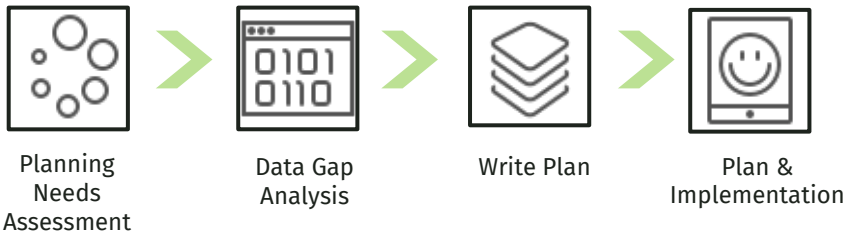
4. External Support (11%)	
The level of support for the project from other affected management units or organizations.	
Additional tips: The project has the documented support from one other eligible management unit, which clearly describes how this management unit will assist the applicant's ability to implement a successful project. The project has the written support from additional management units or stakeholder groups committing significant financial support (>5% or $10,000 of the total project costs). The applicant has the written commitment from the seller to sell the property as a bargain sale (donated value), donating greater than 5% of the total appraised value of the property.	
Comments:	**0-2 points**
	2

5. Likelihood of Success (21%)	
The likelihood of the project to successfully meet the stated project objectives.	
Additional tips: Applicant has submitted a signed Offer to Purchase with the grant application. Applicant has had a pre-application grant scoping consultation with the DNR and the application is consistent with the results of those discussions. Applicant provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (e.g., personnel, partnerships, technical expertise, and political and social support for the project).	
Comments:	**0-4 points**
	4

6. Other	
New waterbody?	
YES, first-time land acquisition grant for the waterbody (1)	1
NO, not the first land acquisition grant for the waterbody (0)	
Feedback Incorporated?	
YES, project incorporated feedback provided during project development (0)	0
NO, the project DID NOT incorporate feedback provided during project development (-3)	
NA, no feedback provided or no pre-application meeting occurred (0)	
OVERALL TOTAL:	20
TOTAL POINTS POSSIBLE:	20

Insert any additional feedback for applicant here.
Insert text here.

APPENDIX B: MANAGEMENT PLANNING



Appendix B, Figure 1. Management planning for lakes and watersheds.

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

Planning needs assessment

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

DO YOU NEED A PLAN? IF SO, WHAT KIND?

Waterbodies or watersheds with complex management challenges may benefit from a **comprehensive management plan** and a process that engages diverse stakeholders to focus on collaborative solutions. Waterbodies in this category include those in large watersheds dominated by agriculture and urban development, especially when impairments originate in the watershed. Comprehensive management plans will consider the watershed, shoreland, and in-water environments, assessing waterbody condition and recommending actions for restoration and protection. They will lay the groundwork for partners to collaboratively manage the ecosystem for years to come. Comprehensive planning grants are available for $25K for lakes. Projects may combine multiple grants or be written in phases. There is a $50K annual limit for education and planning grants per waterbody or grantee.

When a management challenge doesn't require extensive watershed work or other collaborative activities, a **focused management plan** may be more appropriate. A smaller surface water planning grant for up to $10,000 can help write a focused management plan. Example challenges appropriate for a focused plan include aquatic plant management projects or lake protection plans for small, seepage lakes with healthy watersheds. Larger lakes wanting to write a focused plan, may be eligible for more than one Surface Water Planning grant if necessary to accomplish planning goals.

Find the minimum plan requirements for comprehensive or focused management plans in Figure 3.

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

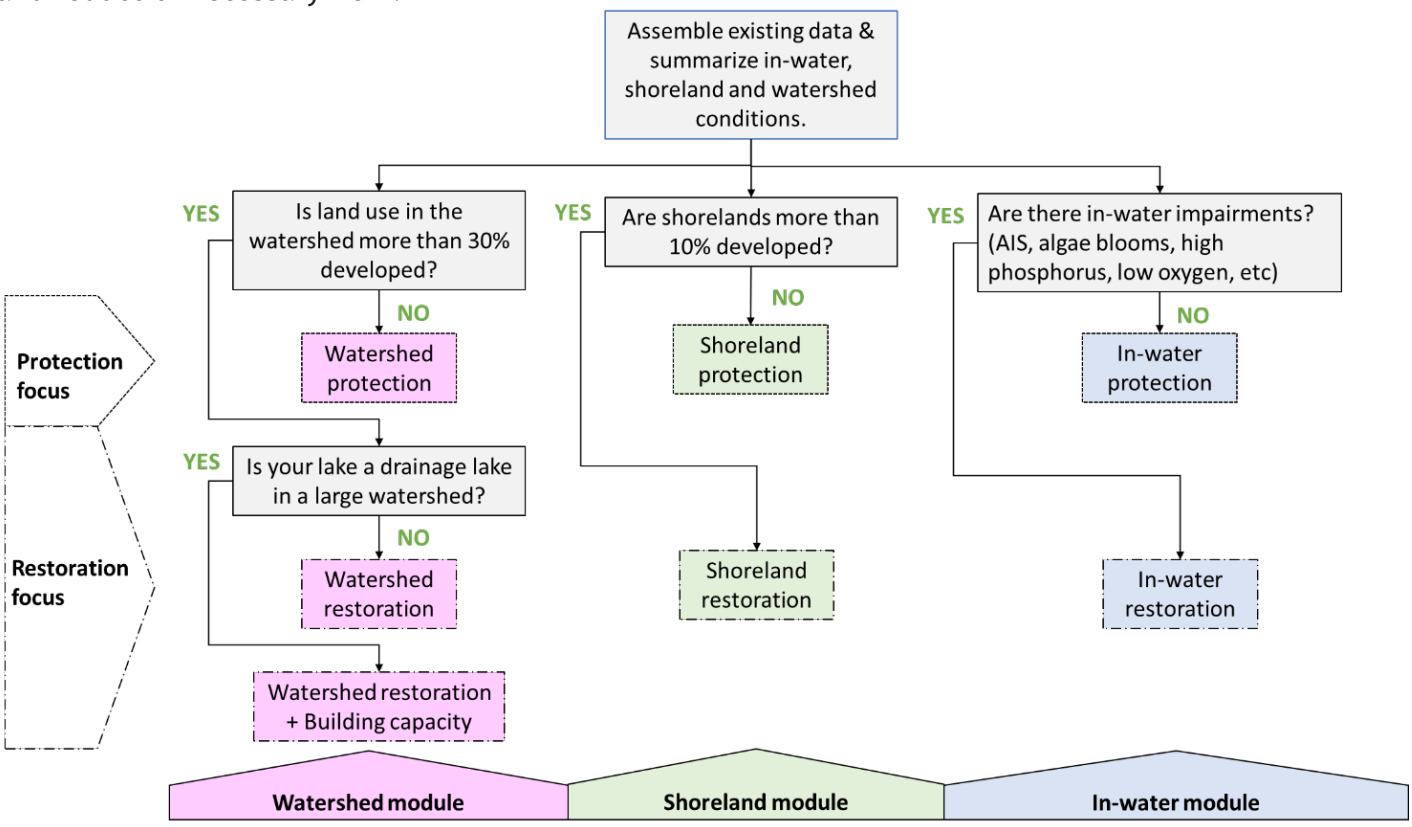
SHOULD YOUR MANAGEMENT PLAN EMPHASIZE PROTECTION OR RESTORATION?

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

Protection-oriented plans are appropriate for a pristine watershed—they might inventory future threats and recommend protective actions like permanent land protection. Protection plans might identify sensitive or vulnerable shoreland areas and recommend actions to prevent future degradation. DNR's Healthy Watersheds, High-Quality Waters Action Plan provides the groundwork for statewide protection action. To further encourage protection action, the DNR publishes a list of High-Quality Waters prioritized for protection action.

Restoration-oriented plans focus on improving degraded conditions. Restoration-focused plans might identify the sources of waterbody impairments and suggest actions that can be taken to restore the waterbody to its former condition. Plans that focus on restoration in the watershed will often combine water quality monitoring data and a modelling effort to determine the highest-priority sources, then suggest best management practices that will help. Plans may lean strongly toward protection, strongly toward restoration, or contain a mix of both.

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



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

Management planning data

Good plans employ data, assessments, and other waterbody-specific information to set the backdrop and provide context for management goals and decision making. Fortunately, statewide data repositories and large-scale modelling efforts have generated a lot of the required information. A good first step in writing a plan is to assemble the available data. Below are the data considered necessary for a comprehensive management plan:

COMPREHENSIVE PLANNING DATA

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

ASSEMBLE PLANNING DATA AND PLAN TO FILL THE GAPS

Once you know what you have, it is time to fill in the information gaps. A planning grant can help you do this. If recent data is available, there is no need to repeat data collection for a plan update unless conditions on the landscape have changed. Your local lake, stream or AIS biologist can help you determine what is necessary for your planning project. A good benchmark is that if data is less than 5 years old, it does not need to be collected again unless the goal is to establish water quality trends in a rapidly changing system. Data with an even longer lifespan might be appropriate if little is changing in the lake or watershed.

Management plan elements

Once the data is assembled, then the real thinking begins. Below is a detailed breakdown of management planning modules and their individual elements. See figure 2, further below, for a shorter checklist of the minimum elements for a management plan funded under the surface water grant program. Remember that planning is not a one-size-fits-all process. What is included for each plan element will scale with the complexity or magnitude of the management challenge.

1. Baseline data and assessment module

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

2. Management module

a. Watershed management module (see next page)
b. Shoreland management module (see next page)
c. In-water management module (see next page)

3. Alternatives & decision-making module

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

4. Broader impacts module

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

5. Implementation module

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

2. Watershed management module

Restoration elements

a. Stressor inventory: Identify causes and sources of pollution that need to be controlled. Quantify pollutant loads.
b. Required load reductions. Target load reductions to achieve through management.
c. Restoration recommendations: Identify management goals, discuss adverse effects, prioritize recommendations.
d. Capacity recommendations: Identify goals related to increasing organizational, relational, and programmatic capacity. Build and describe partnerships.

Protection elements

a. Threat inventory: Identify current and future threats to water quality.
b. Protection recommendations: Identify protection goals, prioritize recommendations, set target outcomes.
c. Capacity recommendations Identify goals for permanent land protection.

3. Riparian management module

Restoration elements

a. Stressor inventory: Identify sources of impairment to water quality and habitat.
b. Restoration recommendations: Identify management goals, discuss adverse effects, prioritize recommendations.

Protection elements

a. Threat inventory: Identify current and future threats to the riparian zone.
b. Protection recommendations: Identify protection goals, prioritize recommendations, specify desired outcomes.

4. Waterbody (In-water) management module

Restoration elements

a. Stressor inventory: Identify sources of impairment to water quality and habitat. Consider: AIS, internal loading, oxygen, habitat, connectivity.
b. Restoration recommendations: Identify management goals, discuss adverse effects, prioritize recommendations. If aquatic plant management is recommended, outline an integrated pest management plan.

Protection elements

a. Threat inventory: Identify current and future threats to waterbody condition, habitat, biological populations, and water quality.
b. Protection recommendations: Identify protection goals, prioritize recommendations, specify desired outcomes.

The core elements of a comprehensive management were designed to satisfy the requirements of the Environmental Protection Agency's nine key element watershed plans. Nine Key plans open a lot of additional funding for a watershed. If you intend to write a plan with a significant watershed restoration focus, you should contact your local lake, stream or AIS biologist early on in the process. The department can provide expertise and resources to help you along the way. For example, check out the EPA's quick guide for developing nine key element plans.

Module		Management Plan Elements: Comprehensive Plan			Focused Plan	
Baseline data & assessment	☐	Summarize all baseline data and WisCALM assessments.			Summarize **focal** baseline data & WisCALM assessments	☐
	☐	Summarize historical management actions			Summarize **focal** historical management actions	☐
	☐	Identify stakeholders, partners, and management goals. Consider social science tools outlined in Appendix C.				☐
	☐	Institutional assessment of organizations, jurisdictions and ordinances likely to affect management decisions				☐
	☐	Assess organizational capacity and readiness to plan				
		Watershed	**Shoreland**	**In-water**		
Management	☐	Identify **watershed** stressors &	Identify **shoreland** stressors & threats	Identify **in-water** stressors & threats	Identify **focal** stressors and threats	☐
	☐	Identify & prioritize sources of point & nonpoint pollution			Summarize basic information on the watershed, shoreland & in-water conditions	☐
	☐	Set target load reductions				
	☐	Set goals and recommendations for building capacity				
	☐	Set management goals & recommendations for **restoration**			Set management goals and recommendations	☐
	☐	Set management goals & recommendations for **protection**				
	☐	Discuss potential adverse effects of each management recommendation				☐
Alternatives & decisions	☐	Alternatives analysis: Discuss any management objectives that were considered but not recommended. Outline rationale, include consideration of cost and expected outcomes or adverse effects				☐
	☐	*For APM or other ongoing management challenges:* Outline decision-making framework that will help select among viable management alternatives in the future				☐
Broader impacts	☐	Describe collaborative process and stakeholder involvement				☐
	☐	Describe the process used to give the broader public opportunity to review the plan and provice comments				☐
	☐	Summarize public comments received and actions taken or proposed to adopt plan				☐
Implementation	☐	Identify high-priority management projects for implementation				☐
	☐	List technical, financial, or capacity needs, projected costs, lead implementors				☐
	☐	Implementation timeline				☐
	☐	Key deliveries, approvals and markers to track proress				☐
	☐	Measureable outcomes and strategy for monitoring, assessing and tracking success				☐
	☐	Plan update strategy				☐
	☐	20-year operation and maintenance plan for any structural management practices				☐

Appendix B, Figure 3. Minimum plan requirements.

Management plan review

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

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

Minimum plan requirements

Comprehensive management plans written following the guidance in Appendix B: Management Planning should contain content about all three (watershed, shoreland, and in-water) management components. Focused plans will have a subset of these components. Management plans shall contain the elements listed in Appendix B, Figure 3, above.

Requirements for public review and comment

The public shall be given an opportunity to review and comment on any new plan and on any subsequent updates before it is adopted. Grantees are expected to follow the procedure below to satisfy this requirement.

1) The grantee posts a copy of the plan along with a call for comments in a publicly accessible forum, ideally online, for a minimum of 21 days. The 21-day period must end prior to the grant pre-application deadline.

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

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

3) The grantee reviews public comments and modifies the plan accordingly. A summary of the public noticing procedure (i.e. posting dates, posting location, how advertised, who advertisement was sent to, date of meetings, etc.) along with a summary of the public comments received and changes made to the plan should be included as a section within the plan. The grantee may choose to discuss with the department whether modification is necessary when they would like direction.

Determination of eligibility for management grants

Implementation projects are often expensive, but many activities that are recommended in a management plan are likely to be eligible for additional funding. A request for determination of

eligibility is required for applications submitted to the Management Plan Implementation and AIS Population Management grant categories.

If you plan to apply for a management plan implementation grant, your organization must request a determination of eligibility for a specific activity or project from your local lake, stream or AIS biologist **at least 60 days prior to the final grant deadline, by Sept. 15.** Send the request to your local lake, stream or AIS biologist, preferably by email.

The request needs to include specific information about the management plan and the activities/recommendations:

1. Description of the activities/recommendations proposed for grant funding.
2. Complete copy of (or hyperlink to) the management plan.
3. Citation of the supporting activity/recommendation in the management plan. The citation should list specific page numbers, activity/recommendation numbers/identifiers, table/figure numbers, and the location of data and information (in the management plan) to support the activity/recommendation.
4. Description of the process used to provide the public the opportunity to review and comment.
5. Summary of any comments received.

The example memo template can be used to make a request for Determination of Eligibility. The request should be submitted to the local biologist any time between Jan. 1 and Sept. 15 of the year the applicant plans to submit a grant application.

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

Management plan updates

Management plans are considered current for 10 years, except for APM plans, which are considered current for 5 years. The department may determine a longer lifespan is appropriate when the plan has been actively implemented and updated during its lifespan. Management plan updates must, at minimum, describe the management actions taken since the last plan update, evaluate management outcomes, and provide updated recommendations. Management plan updates need not re-collect the same data unless conditions have substantially changed and there is a compelling reason to do so. Plan updates need to follow the requirements for public review and comment.

For AIS control projects, a point-intercept survey of the aquatic plant community conducted within 5 years of the year an applicant applies for a grant is required. The department may also determine a survey more recent than 5 years is necessary.

Management planning is important, but implementation is key. Projects to update management plans that have been implemented are eligible to score ranking points not available for updates to plans that have never been implemented. Applicants in this situation may demonstrate other evidence they are able to implement protection and restoration actions, for example, through Healthy Lakes & Rivers, Surface Water Restoration Grants, or other comparable projects.

APPENDIX C: SOCIAL SCIENCE TOOLS

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

Selecting the correct tools

The basic principles that underlie social science research include:

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

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

Appendix C, Table 1. Social science tools for planning grants.

Research Tool	What is it?	How can I use it?
Stakeholder Analysis	Identifying and characterizing individuals and groups who have something to gain or lose as a result of management decisions.	To identify stakeholders and their relationship both to the resource and to each other.
Observation	Gathering information through direct observation of human behavior or the results of this behavior.	To identify types of use, use patterns, user behavior, and associated impacts.
Interviews	Gathering in-depth information, through direct contact, from individuals about a specific topic.	To better understand individuals' experiences, perspectives, feelings, and concerns, or to gather information unavailable through other means.
Demographic Analysis	Studying the characteristics and changes of human populations, such as age, gender, income, and education.	To highlight trends in population characteristics over time and space.
Focus Groups	Group discussion about a specific topic, typically involving around 10 people, focused on estimating a response of a larger group.	To identify opinions, attitudes, and perceptions about a specific idea, or to inform survey development.
Content Analysis	Analyzing interview transcripts, newspapers, books, manuscripts, or other documents to identify meanings, or quantify occurrences of key words or phrases.	To help identify patterns and trends in discussions about biological, social, and political phenomena.
Cost-benefit Analysis	Comparing the benefits and costs of proposed projects to identify net benefit (benefits minus costs).	To understand the social costs and benefits of project outcomes to stakeholders or to identify alternatives that are the most cost-effective.
Oral Histories	Systematically collecting living people's testimony about their own experiences.	To better understand individuals' experiences, perspectives, and feelings by capturing irretrievable information before it slips away.
Case Studies	Collecting in-depth information in a limited area or specific instance; usually includes other social science	To determine the attitudes, perceptions, and beliefs of groups, as well as describe the interactions among groups.

Research Tool	What is it?	How can I use it?
	tools such as surveys and demographic analysis.	
Surveys	Collecting data, via mail, telephone, or Internet, or in person, using a standardized list of questions. Must be approved by the DNRs Environmental Analysis Services Section.	To obtain information and opinions on specific issues from a representative sample of stakeholders.

You can use social science to better understand specific:

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

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

Appendix C, Table 2. Matching social questions and tools to answer them.

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

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

APPENDIX D: SURFACE WATER RESTORATION PRACTICE STANDARDS

Shoreland protection projects must be constructed in accordance with the standards specified in ATCP 50 (Wisconsin Administrative Code). ATCP Standards reference the NRCS Standards published in the Field Office Technical Guide for Wisconsin - Practice Standards and Specifications (Section IV of that guide). If there is not a technical standard outlined for that practice in s. ATCP 50, projects should use department technical standards. If technical standards do not exist, you will need to work with your local lake or stream biologist on an appropriate project design plan. Links to the conservation practice standards (CPS) and supporting documents (including operation and maintenance plans) are listed below. These links are current as of May, 2025 and dates indicate the publication date. Be sure to check for and use the most recent information published by the NRCS.

- Critical area stabilization
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide field border standard 386 (January, 2017).
    3. NRCS technical guide mulching standard 484 (June, 2016).
    4. NRCS technical guide tree/shrub establishment standard 612 (October, 2024).
    5. NRCS technical guide sinkhole treatment standard 527 (September, 2021)
- Diversions
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide diversion standard 362 (June, 2023).
    3. NRCS technical guide grassed waterway standard 412 (August, 2021).
    4. NRCS technical guide lined waterway or outlet standard 468 (June, 2021).
    5. NRCS technical guide obstruction removal standard 500 (June, 2021).
    6. NRCS technical guide underground outlet standard 620 (June, 2021).
    7. No technical standard for water bar diversions, design to be approved by department.
- Filter strips
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide field border standard 386 (January, 2017).
    3. NRCS technical guide filter strip standard 393 (January, 2017).
    4. NRCS technical guide mulching standard 484 (June, 2016).
    5. NRCS technical guide riparian forest buffer standard 391 (February, 2023).
- Grade stabilization structures on artificial or non-navigable streams, channels, and gullies
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide sediment basin standards 350 (August, 2016).
    3. NRCS technical guide diversion standard 362 (June, 2023).
    4. NRCS technical guide obstruction removal standard 500 (June, 2021).
    5. NRCS technical guide grade stabilization structure standard 410 (August, 2021).
    6. NRCS technical guide grassed waterway standard 412 (August, 2021).
    7. NRCS technical guide lined waterway or outlet standard 468 (June, 2021).
    8. NRCS technical guide mulching standard 484 (June, 2016).
    9. NRCS technical guide water and sediment control basin standard 638 (January, 2018).
- Riparian buffers
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide field border standard 386 (January, 2017).
    3. NRCS technical guide filter strip standard 393 (January, 2017).
    4. NRCS technical guide mulching standard 484 (June, 2016).
    5. NRCS technical guide riparian forest buffer standard 391 (February, 2023).

6. NRCS technical guide shoreland habitat conservation practice standard 643A (July, 2001).

- Streambank or shoreline protection with revegetation, soil bioengineering or upland erosion control
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide streambank and shoreline protection standard 580 (September 2021).
        a. The use of rip rap requires a wind/wave analysis that conclude bioengineering and vegetation management won't control the erosion. If the site has active upland erosion, correcting that comes first.
    3. NRCS technical guide tree-shrub establishment standard 612 (October, 2024).
    4. NRCS technical guide heavy use area protection standard 561 (November, 2022).
    5. NRCS technical guide filter strip standard 393 (January, 2017).
    6. NRCS technical guide riparian forest buffer standard 391 (February, 2023).
    7. NRCS technical guide shoreland habitat conservation practice standard 643A (July, 2001).
- Water bar diversion
    1. No NRCS technical standard, design to be approved by the department.
- Sediment basins
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide sediment basin standards 350 (August, 2016).
    3. NRCS technical guide heavy use area protection standard 561 (November, 2022).
    4. Wisconsin DNR wet detention pond, technical standard 1001 (October, 2007).
- Water and sediment control basins
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide water and sediment control basin standard 638 (January, 2018).
- Pervious pavement
    1. Wisconsin DNR permeable pavement, technical standard 1008 and note (June, 2021).
- Rain gardens
    1. Wisconsin DNR rain garden, technical standard 1009 (September, 2018).
- Vegetation planting
    1. NRCS technical guide critical area planting standard 342 (January, 2018).
    2. NRCS technical guide field border standard 386 (January, 2017).
    3. NRCS technical guide tree-shrub establishment standard 612 (October, 2024).
    4. NRCS technical guide cover crop standard 340 (August, 2015)
- Urban pollution and runoff control
    1. NRCS technical guide stormwater runoff control 570 (June, 2021), or other designs to be approved by the department.
- Impervious area removal within 35 feet of the ordinary high-water mark
    1. No NRCS technical standard, design to be approved by the department.

APPENDIX E: SURFACE WATER CONNECTIVITY

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

PLANNING

Road stream crossing inventories and assessments are eligible activities under the Surface Water Planning category. We strongly encourage you to incorporate such an inventory into your watershed, lake, and river planning efforts to identify road stream crossings that are prohibiting the movement of aquatic organisms or serving as sources of sediment.

The Great Lakes Road Stream Crossing Inventory Instructions is the preferred inventory and assessment protocol. Michigan DNR has a helpful website on the Great Lakes Road Stream Crossing Inventory as well. If you wish to use a different protocol, you are encouraged to gain the support of the local transportation liaison and provide sound reasoning why you are not using the program-approved protocol. The department can also help with training volunteers.

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

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

MANAGEMENT

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

Design Requirements

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

Reporting Requirements

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

APPENDIX F: CLEAN BOATS, CLEAN WATERS

Clean Boats, Clean Waters Factsheet

Clean Boats, Clean Waters (CBCW) is an aquatic invasive species (AIS) prevention subprogram through which volunteer or paid staff conduct boat and trailer inspections and educate boaters on how to prevent the spread of AIS at boat landings. CBCW grants provide reimbursement to eligible sponsors for eligible expenses associated with conducting a watercraft inspection program to prevent the introduction of AIS in Wisconsin's surface waters or limits the spread of AIS that may already be present.

WHAT ARE ELIGIBLE EXPENSES?

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

- Payment to watercraft inspectors
- In-kind donation of volunteer inspector hours are eligible as grantee match only (not a reimbursable expense)
- Paid time spent entering hours into Surface Water Integrated Monitoring System (SWIMS) database
- Paid time spent on the administration of the program; if administration conducted by a volunteer their time can only be used as grantee match
- Paid time spent at CBCW workshops or training
- CBCW clothing or supplies from Extension Lakes
- Workman's Compensation insurance

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

WHAT COST SHARING IS AVAILABLE?

A maximum of $4,000 of state-cost share is available per boat landing or pair of landings, up to 75% of the total project cost not to exceed cash costs. The remaining 25% of the total project costs must be from the grantee in the form of cash, donated labor or services, or "in-kind" items. These grants are reimbursement grants, meaning all costs must first be paid by grantee before reimbursement can be requested from the department. Grantees cannot be reimbursed for donated items or volunteer hours. A 25% advance payment will be automatically provided to help get the project started.

WHO MAY APPLY?

Cities, towns, villages, counties, tribes, lake districts, qualified lake associations, qualified river management organizations, and qualified surface water management organizations are eligible to apply. Other eligible applicants include private and public colleges, universities, technical schools, and state and federal natural resource or land management agencies. If you would like to know if you are an eligible organization, please contact your local environmental grant specialist.

WHEN ARE APPLICATIONS DUE?

Applications (Form 8700-337) are due Nov. 15. Repeat CBCW applicants do not need to submit a pre-application, but new CBCW grant applicants must notify DNR staff of intent to apply by Sept. 15. Incomplete applications will not be funded. Submit applications to DNRCBCWGrants@wisconsin.gov.

WHAT TIME PERIOD DO THE GRANTS COVER?

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

HOW IT WORKS…PROJECT IMPLEMENTATION:

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

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

HOW IT WORKS…THE APPLICATION AND AWARD:

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

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

HOW IT WORKS…FINAL REPORTING AND FINAL PAYMENT PROCESS:

When data entry into SWIMS is completed, the project grantee should complete a final reimbursement request (Form 8700-041). All eligible project expenses, inspection hours and volunteer time must be listed on the form. Submit the completed form to DNRCBCWGrants@wisconsin.gov. No additional invoices, check copies, or documentation must be submitted, but those must be maintained by the grantee for 6 years after project completion.

****REV**** A new reimbursement request form for CBCW grants has been created and is available on the Surface Water Grant webpage.

DNR CBCW CONTACT

DNRCBCWGrants@wisconsin.gov

HELPFUL LINKS

Clean Boats, Clean Waters (CBCW) | | Wisconsin DNR

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

Clean Boats, Clean Waters Financial Administration Guide

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

PROJECT GRANT AWARDS

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

GRANT AGREEMENT EFFECTIVE DATES

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

FINANCIAL ADMINISTRATION DURING PROJECT (GRANTEE'S RESPONSIBILITIES)

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

- Establish a separate ledger account for project expenditures.
- Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and evidence of that expenditure.
- Maintain payroll vouchers for salaries and wages. If payroll voucher forms are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, tasks performed, and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority.
- Maintain all financial records for a minimum of 6 years after the project is completed.
- Project expenditures must be itemized on the final reimbursement request form.

ELIGIBLE EXPENSES

- Payment to watercraft inspectors
- In-kind donation of volunteer inspector hours are eligible as local match only (not a reimbursable expense)
- Paid time spent entering hours into Surface Water Integrated Monitoring System (SWIMS) database
- Paid time spent on the administration of the program; if administration conducted by a volunteer their time can only be used as local match
- Paid time spent at CBCW workshops or training
- CBCW clothing or supplies from Extension Lakes
- Workman's Compensation insurance

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

GRANTEE MATCH

The grantee match is the portion of the project expenses that the grantee is responsible to provide. The grantee match must be at least 25% of the total project cost. Matching funds may include cash expenses or the value of donated materials, services, and labor:

- The value of donated, non-professional labor shall be $15.00 per hour.
- The value of donated materials and professional service shall conform to market rates.

CLAIMS FOR REIMBURSEMENT

These grants are reimbursement grants, meaning all costs must first be paid by the grantee before reimbursement can be requested from the department. Grantees cannot be reimbursed for donated items or volunteer hours. A 25% advance payment will be automatically provided to help get the project started. To be eligible for reimbursement all cash costs must be:

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

Claims for final payment shall be submitted by June 30, 6 months after the project ending date on forms provided by the Department. The department will not reimburse more money than the cash expenses incurred as part of grant activities, regardless of the amount of volunteer hours accrued by the end of the grant period.

FINAL REPORT REQUIREMENTS

All watercraft inspection data must be entered into the SWIMS database by Dec. 31 of the grant agreement year. We encourage entering data as you go and not waiting until the end of summer to enter all data. The inspection data entered into SWIMS serves as your grant final deliverable and needs to be entered prior to requesting final reimbursement. No additional reporting is necessary.

Send all claims for reimbursement to DNRCBCWGrants@Wisconsin.gov.

AUDITS

The state has the right to audit or examine all books, papers, accounts, documents, or other records of the Sponsor as they relate to the project for which the funds were granted. The grantee must retain all project records for a period of not less than 6 years after final payment or final disposition of audit findings. The purpose of an audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

WHEN A PROJECT IS NOT IN COMPLIANCE WITH THE GRANT AGREEMENT

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

For questions, email DNRCBCWGrants@Wisconsin.gov.

Clean Boats, Clean Waters Frequently Asked Questions

The list of questions below are some of the most asked questions from CBCW grantees. If you have a question that isn't answered below, please send it to DNRCBCWGrants@wisconsin.gov.

I'M HAVING ISSUES OPENING DNR FORMS. HOW CAN I OPEN THEM?

If you are receiving a "Please wait…" message when trying to open a form, you must first save the file to your computer. Navigate back to where you have saved it, and then open with Adobe Reader. Computers are automatically set up to try to open PDFs in internet browsers, but since the form is a little too complicated for Google Chrome or other browsers to handle, we need to make sure to open the form in the Adobe Reader program itself. Forms usually do not open on mobile devices, and it is recommended to open files on a laptop or computer. Additional help can be found here: https://dnr.wisconsin.gov/site/pdf.

WHAT HAPPENS IF I DON'T COMPLETE ALL THE REQUIRED HOURS ON THE GRANT?

If only some of the required hours are met, then a partial final payment will be calculated to reflect the hours that were completed. Generally, that is calculated by:

(number of hours completed at a landing)/(200 hours)=% of hours completed

% of hours completed x original grant award = maximum reimbursement possible

The percent of hours completed is multiplied by the original grant award to figure out the maximum award that can be paid out at the end of the grant. That way, you can still be reimbursed for most of the grant award even if you are only able to complete a portion of the hours. This does not impact future chances of getting a CBCW grant award or amount awarded for the next year at all.

WHAT HAPPENS IF I DON'T COMPLETE THE GRANT?

If the grant was never started or you need to cancel the grant, contact DNRCBCWGrants@wisconsin.gov as soon as possible to discuss your options. If it is decided that a grant cancellation is the best option, then you may be sent an invoice for the advanced payment as part of the grant cancellation process.

WHEN DO I GET THE ADVANCED PAYMENT ON THE GRANT?

Advanced payments will be sent prior to the grant start date of Feb. 15th. Advanced payments are sent out after you receive your grant award email usually between December-February.

WHAT IF WE CHANGE OUR MAILING ADDRESS OR CONTACT PERSON ON THE GRANT?

You must contact DNRCBCWGrants@wisconsin.gov to inform DNR of the change. If you have changed mailing address, you may need to work with DNR staff to get the new address officially added to the DNR financial database. DNR cannot send grant checks to a new address without officially having the new address in the financial database. This may involve submitting a new W-9 and address update form and we are happy to walk you through this process when needed.

WHEN WOULD I NEED A GRANT AMENDMENT AND HOW DO I DO THAT?

A grant amendment is needed when there are changes to the landings or cost. Amendment requests must be received during the grant period prior to the end date of the grant of Dec. 31. An amendment request must be submitted in writing via email or a mailed letter and will include the reasoning behind requesting an amendment. A request for a grant amendment does not guarantee that it will be granted. If you think you may need a grant amendment, reach out to DNRCBCWGrants@wisconsin.gov as soon as possible to discuss your options.

WHERE DO I FIND MY GRANT NUMBER?

There are several places you can find your grant number including your grant award, grant award email, and SWIMS project where you enter your data. Each year's grant will have a different number.

WHAT AMOUNT OF MONEY WAS AWARDED AS PART OF MY CBCW GRANT?

The grant award amount is listed in Section 4, line D of the application as the Grant Request Amount. A maximum of $4,000 of state-cost share is available per single boat landing or pair of landings, up to 75% of the total project cost. The remaining 25% of the total project costs must be from the grantee in the form of cash, donated labor or services, or "in-kind" items. This is filled out by the applicant when applying for the grant.

Section 4. Estimated Budget – complete boxes below.

A. Total # Single Landings =	1	maximum state share is $4,000 each
B. Total # of Landing Pairs =	0	maximum state share is $4,000/pair
C. Total Project Cost =	$5,333.34	
D. Grant Request Amount =	$4,000.00	
E. Local Share =	$1,333.34	

Example budget for a CBCW grant in application.

I'M WONDERING IF AN EXPENSE IS ELIGIBLE. WHO DO I ASK TO SEE IF I CAN INCLUDE IT IN MY REIMBURSEMENT REQUEST?

Eligible expenses for CBCW grants are strictly limited to the following:

- Payment to watercraft inspectors
- In-kind donation of volunteer inspector hours are eligible as local match only (not a reimbursable expense)
- Paid time spent entering hours into Surface Water Integrated Monitoring System (SWIMS) database
- Paid time spent on the administration of the program; if administration conducted by a volunteer their time can only be used as local match
- Paid time spent at CBCW workshops or training
- CBCW clothing or supplies from Extension Lakes
- Workman's Compensation insurance

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

If you have questions on anything you may want to include on the final reimbursement form, please contact DNRCBCWGrants@wisconsin.gov *PRIOR* to incurring the expense to ensure it is eligible.

WHERE CAN I FIND CBCW RESOURCES OR ORDER CBCW SUPPLIES?

The CBCW Watercraft Inspection website has many resources available to you as you begin your inspection efforts. There are instructions on how to order CBCW t-shirts and other gear, video scenarios that provide examples of how to talk with boaters, lists of free AIS publications available for order, and more!

WHERE DO I GO TO FIND CBCW TRAININGS?

Your local AIS biologist may be able to share the dates of CBCW workshops happening in your region. AIS biologists also post their trainings on the CBCW calendar. Most trainings are available April-June, and training attendance is required for new CBCW inspectors. For repeat inspectors, we recommend attending trainings every 2 years if possible.

WHEN SHOULD I SCHEDULE INSPECTORS AT THE LANDING?

Inspections should occur during weekends, holidays, fishing tournaments, or other high-traffic times from May 1 to Oct. 30. Weekends, holidays, and fishing tournaments are examples of when landings could be busier than normal and things to keep in mind when planning a schedule. Any inspection hours you do between May 1 to Oct. 30 will count towards the grant, and we leave scheduling decisions to your best judgement with emphasis on when you think the landing(s) will be busy.

WHAT PAY RATE SHOULD I PAY INSPECTORS?

CBCW inspector pay rates usually range somewhere between $10-17/hour, but the DNR does not set the rate at which you pay inspectors as part of the grant. The pay rate is set by your organization, and you will record the exact amount paid to inspectors on the final reimbursement request.

HOW DO I ADVERTISE THAT WE ARE HIRING INSPECTORS?

It is a good idea to reach out to local colleges and high schools as you may be likely to encounter students who are looking for a summer job. You can also share the job posting online using social media such as a Facebook group for your organization, LinkedIn, etc. Posting the job on your organization's website can help to share the opportunity with your members. Online job boards are also a great place to post job announcements.

DO I NEED WORKER'S COMPENSATION?

The DNR cannot advise on if an organization needs worker's compensation insurance. Typically, groups contract out CBCW inspections to another organization, have worker's compensation already, or buy insurance from a private insurance company. If you do need to purchase worker's compensation insurance, you can contact local private insurance companies to find an insurance agent to assist you in applying. It is an eligible expense for reimbursement on CBCW grants. The Department of Workforce Development website has Worker's Compensation information for Wisconsin.

CAN I STAFF MORE THAN ONE INSPECTOR AT A LANDING AT ONE TIME?

Yes, you can pay more than one inspector at the landing at a time, and there is no limit to the number of inspectors at a landing at one time. For example, if two people were at the same landing doing inspections at the same time for four hours, you would be able to pay both inspectors and record that on your reimbursement request. Those inspectors would combine the data they collect on their data sheets and enter it into SWIMS as one data entry for that landing during that time frame. View an example of how to enter data from multiple CBCW inspectors here.

WHAT IS THE MIMUMUM AGE FOR AN INSPECTOR?

Inspectors must be at least 14 years old to be able to claim their time as volunteers or paid inspectors on the grant. Learn more about employment of minors on the Department of Workforce Development website.

HOW DO I GET ACCESS TO SWIMS AND ENTER DATA?

Access SWIMS here. Information on how to set up an account and submit CBCW data to SWIMS can be found on the Extension Lakes CBCW website.

WHAT DATA GETS ENTERED INTO SWIMS?

Data collected on the Watercraft Inspection Report Form is entered into SWIMS. Time spent on project management, scheduling, filling out reimbursement requests, or attending a CBCW training does not get entered into SWIMS. That gets entered on the reimbursement request and should be tracked outside of SWIMS as you continue work on the grant project.

HOW DO I GET NEW INSPECTORS ADDED TO SWIMS?

Projects are typically set up in SWIMS by the end of April. Around that time, you should be able to log into SWIMS and check on CBCW project setup including associated landings and the list of inspectors. If you have updates or corrections for how the project is set up in SWIMS, email DNRSWIMS@wisconsin.gov with your name, lake name, organization name, grant number, and the changes you would like made to the grant project.

APPENDIX G: AQUATIC INVASIVE SPECIES PREVENTION

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

PATHWAYS APPROACH

The Wisconsin AIS Management Plan includes 3 goals (prevention, containment, and control) along with supporting priorities and management activities. Combining Goal 1 (Prevent the introduction of new AIS into Wisconsin) and Goal 2 (Contain the spread of AIS in Wisconsin) results in the pathways approach whereby efforts target the invasion pathway, or vector. This proactive approach explores specific pathways that are applicable across the state and works to provide outreach and resources needed to close these gaps.

The department has prioritized four main pathways:

1. Organisms in trade
2. Recreational activities and service providers
3. Transportation and utility corridors
4. Aquatic surveying and monitoring activities

CONTAINMENT & SHIELDING OF PRIORITY WATERBODIES

Containment strategies may reduce the risk of AIS spread by boaters. Containment strategies are appropriate for already invaded waterbodies with popular boat launches, especially where boaters report they also visit uninvaded locations. On the other hand, when uninvaded waterbodies experience frequent boater arrivals from waterbodies containing AIS, prevention should take a shielding approach.

On the following page, CBCW data was combined with information on AIS suitability drawn from the Smart Prevention Tool 2.0 provided by the University of Wisconsin Center for Limnology. The data were used to define a list of priority lakes. Containment priority waterbodies are invaded and 'sending' boats to suitable uninvaded waters. Shielding priority waterbodies are uninvaded, but "receiving" boats from invaded waters. Some waterbodies need to consider both containment and shielding. The waterbodies on these lists, and those with verified populations of ch. NR 40, Wis. Adm. Code prohibited species are prioritized for AIS prevention projects, with up to $24,000 of prevention funding available to support projects that will prevent or contain the spread of AIS.

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

Top 300 AIS Prevention Priority Waterbodies

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

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

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

Boat Landing Invasive Management Systems (BLIMS)

Boat Landing Invasive Management Systems (BLIMS) are technological and physical tools installed at recreational boat landings or other water access points to prevent the spread of AIS. Examples include enhanced tools for AIS removal, boat wash stations, and audio/video educational prompts. AIS Prevention grants may help cost share such tools.

See Section 4 for ineligible costs associated with the AIS Prevention category.

DEPRECIATION

All capital assets must be depreciated and prorated for the length of the grant period. Capital assets are equipment or the sum of equipment components that cost more than $5,000 and which have a useful life of more than one year).

Example: Grantee builds an AIS decontamination unit at a cost of $8,800. The life of the unit is 10 years. The amount that can be claimed each year in reimbursement requests for the decontamination unit is $880 ($8,800 divided by 10 years = $880 each year). If the life of the grant is 4 years, under this scenario, the grantee would be eligible to claim a total of $3,520 ($880/year x 4 years = $3,520) towards the purchase of the decontamination unit.

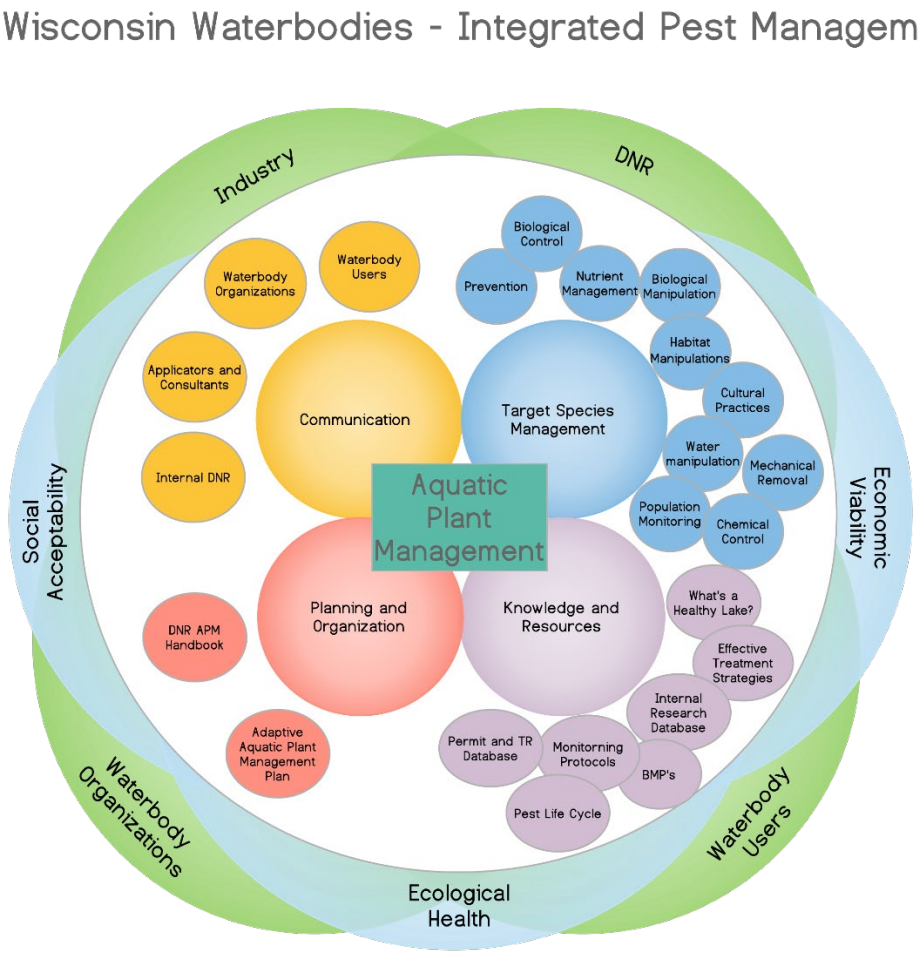
INSTALLATION ON STATE-OWNED PROPERTY

If proposing to install a BLIMS on state-owned land, an applicant must contact the property manager to inquire whether the installation of a BLIMS has been considered in the property's Annual Property Implementation Plan (APIP). The APIP process is a multi-program review of the BLIMS placement and includes a public input component. If a BLIMS installation is not already with the APIP, it will be considered at the annual planning meeting held each January. Public comment will be solicited the following March and/or April. Once the installation of a BLIMS is approved within the APIP, an applicant must complete a Use of State-Owned Land Application found at: https://dnr.wisconsin.gov/topic/fl/RealEstate/conveyed to solicit a landuse agreement. A landuse agreement will be drafted by the property manager. The fully executed landuse agreement OR a letter of intent from the property manager must be included within the grant application. The signed LUA must be submitted prior to the grant award being issued (~March 15).

APPENDIX H: INTEGRATED PEST MANAGEMENT

What is Integrated Pest Management?

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



Appendix H, Figure 1. Integrated pest management.

How does IPM work?

IPM FOCUSES ON LONG-TERM PREVENTION OF SPECIES OF CONCERN OR THEIR IMPACTS BY MANAGING THE ECOSYSTEM. Groups should focus their efforts to keep the species of concern from becoming a problem by looking into the environmental factors that affect the species and its ability to thrive. Once groups understand the species of concern, they can create conditions that are either unfavorable or less beneficial for it.

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

MONITORING AND ACCURATE SPECIES IDENTIFICATION CAN HELP YOU DECIDE WHETHER MANAGEMENT IS NEEDED. Monitoring means checking the waterbody to identify what species are present, how many there are and what their impacts are on each other and on water use. Correctly identifying the species of concern as well as all other species in the waterbody is key to knowing whether a species is likely to become a problem and determining the best management strategy.

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

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

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

IPM PROGRAMS COMBINE MANAGEMENT APPROACHES FOR GREATER EFFECTIVENESS. The most effective, long-term way to manage species of concern is by using a combination of methods that work better together than separately. Approaches for managing pests are often grouped in the following categories:

Assessment – is the use of learning tools and protocols to determine a waterbodies' biological, chemical, physical, and social properties and potential impacts. Examples include point-intercept (PI) surveys, water chemistry tests and boater usage surveys. This is the most important management strategy on every single waterbody.

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

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

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

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

How should you use IPM Programs?

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

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

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

How will my grant be scored?

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

BASE ELIGIBILITY

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

1. Has the grantee demonstrated an understanding of the species of concern's life cycle and habitat preferences?
2. Has the grantee gathered baseline data on the water chemistry, plant communities, fisheries, and other relevant factors on their waterbody?

3. Has the grantee demonstrated an understanding of the most likely impacts caused by the species of concern on their waterbody?
4. Has the grantee set clear scenarios that warrant management based on the best available ecological information?
5. If management is warranted, has the grantee considered all options and designed a management strategy which uses more than one management strategy together?

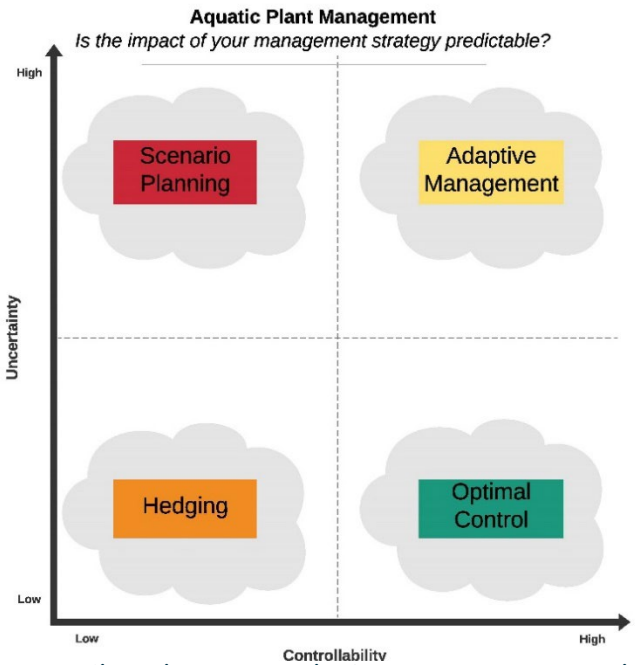
Ranking questions: If all are yes, the project is outstanding.

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

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

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

EXAMPLE SCENARIOS



Appendix H, Figure 2. Aquatic plant management scenarios.

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

exactly how the chemical you propose will impact PPSAP and all other beings in your waterbody. This strategy will ensure your plan and management goals have room to grow and change with new information, so you are spending your money wisely.

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

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

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

What is Adaptive Management?

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

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

Qualifying Questions for Adaptive Management

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

1. Have the grantee's assessments shown there is a management decision to be made?

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

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

APPENDIX I: AUTHORIZING RESOLUTION

Instructions: Each applicant must submit to the department an *Authorizing Resolution* that is approved by the governing body of the organization. Applicants are encouraged to use Form 8700-388, if possible.

An authorizing resolution must attest to the financial capacity of the grantee to carry out the project and that the grantee will follow all state/local/federal rules and regulations. The resolution must also indicate which officers or employees of the organization are authorized to do the following:

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

IMPORTANT: If the authorizing resolution is signed by the authorized representative, the applicant must also submit the meeting minutes documenting approval of the resolution by the governing body.

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

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

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

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

Sample school district resolution

Resolution # _____

RESOLUTION OF _____County of _____
(School District)

WHEREAS, _____ is an important resource used by the
(Waterbody)

public for recreation and enjoyment of natural beauty; and

WHEREAS, public use and enjoyment of _____is best served by
(Waterbody)

protection of _____from population of aquatic invasive species; and
(Waterbody)

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

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

NOW, THEREFORE, BE IT RESOLVED THAT the _____ requests
(School District)

grant funding and assistance available from the Wisconsin Department of Natural Resources under the "Aquatic Invasive Species Control Grant Program" and hereby authorizes the _____
to act on behalf of _____ to: (Title of School District Representative)
(School District)

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

BE IT FURTHER RESOLVED THAT the _____ will meet the
(School District)

obligations of the aquatic invasive species control project including timely publication of the results and meet the financial obligations under this grant including the prompt payment of our 25% commitment to aquatic invasive species control project costs.

BE IT FURTHER RESOLVED THAT the _____ will partner with
(School District)

the_____ to accomplish the educational efforts of
(another project applicant eligible to receive aquatic invasive species control grants)

the Aquatic Invasive Species Control project. This partnership will be documented in the form of a written cooperative agreement and will be submitted to the DNR as proof that this program requirement has been satisfied.

Adopted this day ___ of _____, 20___
By a vote of: ____ in favor _____ against _____ abstain

By: _____
Secretary/Clerk

of _____
School District

APPENDIX J: ORGANIZATIONAL ELIGIBILITY

Six months prior to the grant application deadline, grant applicants should establish or confirm their eligibility for grant funding by contacting their local environmental grant specialist.

Counties, municipalities, other local units of government, lake districts, natural resource agencies, tribal governing bodies, town sanitary districts and accredited colleges, universities and technical schools are automatically eligible. No eligibility application is required.

Other entities must seek a determination of eligibility (Form 8700-380) as a qualified surface water management organization, qualified lake association, qualified river management organization, nonprofit conservation organization, qualified producer-led group, or a qualified school district. Eligibility must be confirmed at least every 10 years.

Qualified surface water management organization

A qualified surface water management organization must:

- ☐ Confirm that they are registered with the State of Wisconsin Department of Financial Institutions or, if the entity it is located out of state and is not registered with the Wisconsin Department of Financial Institutions, it has an established presence in the state of Wisconsin as determined by the department.
- ☐ Demonstrate exemption from federal income tax under IRC s. 501(c)3 of the internal revenue code.
- ☐ Demonstrate its stated purpose or past actions are aligned with the purposes of ch. NR 193, Wis. Adm. Code and the Surface Water Grant Program.

Note: qualified surface water management organizations are not eligible for Wetland Incentive grants.

Qualified lake association

A qualified lake association must:

- ☐ Demonstrate incorporation under chapter 181, Wis. Stats. Confirm status on the State of Wisconsin Department of Financial Institutions website.
- ☐ Specify in its articles of incorporation or bylaws that a substantial purpose is to support the protection or improvement of one or more inland lakes for the benefit of the general public.
- ☐ Demonstrate that the substantial purpose of its past actions was to support the protection or improvement of one or more inland lakes for the benefit of the general public.
- ☐ Allow to be a member any individual who for at least one month each year resides on or within one mile of an inland lake for which the association was incorporated.
- ☐ Allow to be a member any individual who owns real estate on or within one mile of an inland lake for which the association was incorporated.
- ☐ Not have articles of incorporation or bylaws which limit or deny the right of any member or any class of members to vote as permitted under s. 181.0721 (1), Wis. Stats.
- ☐ Demonstrate its existence for at least one year.
- ☐ Demonstrate it has at least 25 members.
- ☐ Require payment of an annual membership fee of not less than $5 and not more than $50.

Qualified river management organization

A qualified river management organization must:

- ☐ Demonstrate incorporation under chapter 181, Wis. Stats. Confirm status on the State of Wisconsin Department of Financial Institutions website. Alternatively, demonstrate that it is a chapter or legal affiliate of a nationally recognized nonprofit organization registered in another state.
- ☐ Specify in its articles of incorporation or bylaws that a substantial purpose of its being incorporated is to support the protection or improvement of one or more rivers or riverine ecosystems for the benefit of the general public or demonstrates that the substantial purpose of its recent past actions was to support the protection or improvement of one or more rivers for the benefit of the general public.
- ☐ Not limit membership or deny the right of any member or any class of members to vote.
- ☐ Require payment of an annual membership fee of not less than $5 and not more than $50.

Nonprofit conservation organization

A qualified nonprofit conservation organization must:

- ☐ Demonstrate its stated purposes include the acquisition of property for conservation purposes and that is described in section 501 (c) (3) of the internal revenue code.
- ☐ Demonstrate exemption from federal income tax under section 501 (a) of the internal revenue code.

Note: nonprofit conservation organizations are not eligible for Wetland Incentive grants.

Qualified school district

The board of a qualified school district must adopt a resolution to conduct a lake management planning project that will do all the following:

- ☐ Provides information or education on the use of lakes or natural lake ecosystems, on the quality of water in lakes, or on the quality of natural lake ecosystems.
- ☐ Allows another eligible recipient of grants under this section to cooperate with the school district in the project.

Qualified producer-led group

Per Wisconsin Act 5, producer-led groups are eligible to apply for Surface Water Grants. A producer-led group must meet all of the following criteria:

- ☐ The producer-led group includes at least five agricultural producers, each of whom operates an eligible farm within the same watershed project area. *An eligible farm means a farm that produced at least $6,000 in gross farm revenues during the taxable year or a total of at least $18,000 in gross farm revenues during the preceding three years.*
- ☐ Have a Memorandum of Understanding (MOU) with at least one of the following:
    - A county land conservation department
    - The University of Wisconsin-Division of Extension
    - Wisconsin Department of Natural Resources
    - A non-profit conservation organization
- ☐ The group assists themselves and other agricultural producers in the watershed to voluntarily conduct nonpoint source water pollution abatement activities.
- ☐ Demonstrate incorporation under chapter 181, Wis. Stats. Confirm status on the State of Wisconsin Department of Financial Institutions website. Alternatively, the collaborator may apply on their behalf. Confirm eligibility of the collaborator.

APPENDIX K: LIST OF FORMS

If you have any questions regarding the need for forms listed below, please contact your environmental grant specialist who should be able to answer any questions.

Organization eligibility forms

- Grant Eligibility Application (Form 8700-380)
- W-9 Form
- New Supplier Information Form (DOA-6460) *REQUEST FROM YOUR ENVIRONMENTAL GRANT SPECIALIST*
- Address Update Form (DOA-6457) *REQUEST FROM YOUR ENVIRONMENTAL GRANT SPECIALIST*

Application forms

- Surface Water Grant Application (Form 8700-284)
- Surface Water Grant AIS Planning Application (8700-284P)
- Healthy Lakes and Rivers Application (Form 8700-035)
- Clean Boats, Clean Waters Grant Application (Form 8700-337)
- Lake Monitoring & Protection Network Application (Form 8700-284L)
- Healthy Lakes and Rivers Grant Amendment Request (Form 8700-381)
- Surface Water Grant Project Lab Costs (Form 8700-360)
- Sample Authorizing Resolution (Form 8700-388)
- Sample School District Authorizing Resolution (APPENDIX I)
- Environmental Hazards Assessment (Form 1800-001)

Reimbursement forms

- Reimbursement Request Checklist
- Grant Payment Request and Worksheet (Form 8700-001)
- CBCW Grant Final Reimbursement Request (Form 8700-041)
- Volunteer Labor Worksheet and Summary Used as Grant Match (Form 8700-349A)
- Volunteer Labor Worksheet Used as Grant Match (Form 8700-349B)
- Volunteer Labor Summary Used as Grant Match (Form 8700-349C)
- Donated Professional Services Worksheet (Form 8700-350)
- Donated Equipment or Equipment Usage Worksheet (Form 8700-362)
- Surface Water Grant Professional Service Provider Agreement (Form 8700-379)
- Grant Partner Financial Data Report (Form 9300-230)
- Local Government Force Account Report (Form 8700-352)
- Mileage Log (Form 8700-012)

For assistance on opening PDFs, please refer to https://dnr.wisconsin.gov/site/pdf.