

Lake Management
Planning Grant Program

Lake Protection and
Classification Grant
Program

Guidelines and Application



Application Deadlines

Planning Grants: Feb. 1, Aug. 1

Protection Grants: May 1



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Keys to a Successful Project

Plan, Plan, Plan!
Communication, Communication, Communication!

- Start **planning** your project early and communicate with your DNR regional lake coordinator often about your project goals.

Before rushing out and applying for a grant, spend some time discussing needs, goals and expectations with the whole lake community. Invite the regional lake coordinator, a University of Wisconsin-Extension lake specialist, a county resource agent, or a representative of the Wisconsin Association of Lakes to come talk to your lake group, facilitate a goal-setting session, or provide other technical assistance. A little pre-planning will pay dividends down the road. The DNR has preferred methods and examples for many projects. Don't reinvent the wheel or design a project that won't be accepted by your DNR Lake Coordinator!

Check to be sure your organization is eligible to apply for lake grants. Lake Associations and Non-Profit Conservation Organizations need to be qualified before submitting an application. Review the eligibility requirements on pages 7 and 8 of this guide, and submit an Organizational Application (#8700-226) at least six months before submitting your grant application.

Start small and don't overestimate what you can do. Consider using a small-scale project for your first planning grant to organize, hold public forums, gather opinions and existing data, distribute information, build consensus and set long-term goals. This can often be done for less than \$3,000. A large project may fail if it is too ambitious and doesn't have clear goals or agreement among important groups.

- If you are planning to use **consultants**, "shop" for the firm most qualified for your project. A list of private consultants, without endorsement, can be found in [The Lake List](http://www.uwsp.edu/cnr/uwexlakes/lakelist/default.asp) (publication FH-407) <http://www.uwsp.edu/cnr/uwexlakes/lakelist/default.asp> and is available from the University of Wisconsin-Extension, College of Natural Resources, University of Wisconsin, Stevens Point, WI, 54481 (715-346-2116). Also, the Wisconsin Association of Consulting Engineers (WACE) offers a consultant selection process workbook ("QBS-Qualified Based Selection"), the services of a QBS facilitator, and other guidance at no charge to public owners. See the appendix for more information on QBS and how to contact WACE. Consider putting contingencies in service contracts. This may help protect you if a problem develops. Ask for and check references.

If your consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements. Before signing your grant award agreement, make sure your consultant agrees with the project scope and conditions as described in the document.

- The **financial responsibility** for a grant can't be passed to an ineligible sponsor by a resolution. All eligible payments for the grant can only be made by the sponsor indicated on the grant agreement. As costs are incurred, save all invoices, receipts, and other proof of expenses and how they were paid. Make sure to document volunteer hours with sign up sheets, as the hours are worked. This eliminates frantically searching for documents and trying to remember number of hours and who worked them, all at the last minute.
- Your regional lake coordinator must approve all changes in project scope and other amendments to your grant contract. Your regional lake coordinator also needs to be notified if the person listed as the contact or the authorized representative for the grant changes.

Finish your grant project before the expiration date. If you need an extension to this date, contact your regional lake coordinator, before the grant expiration date.

- All **land acquisition projects** must be managed as described in the land management plan. Any changes from this plan must be pre-approved by the Department of Natural Resources.

- When considering your **public education needs**, keep in mind that DNR and UW-Extension have numerous fact sheets, brochures and guides already developed on many lake-related topics. Before developing your own publication, check with your lake coordinator to see if a publication already exists that can be used or modified.
- **AND MOST IMPORTANT**, feel free to ask questions if you don't know how to proceed or need clarification on such topics as eligible costs or grant administration procedures.

DNR Contacts

Your first and primary contact for lake management projects contact is the lakes coordinator. Additional information on lake grants and DNR lake programs can be found at <http://www.dnr.state.wi.us/org/water/fhp/lakes/index.htm>

NER Northeast Region including the following counties: Door, Kewaunee, Manitowoc	
Mary Gansberg, Lake Coordinator 1125 North Military Avenue, P. O. Box 10448 Green Bay WI 54307-0448 920-492-5799 (ph) 920-492-5927 (fax)	Sue Kocken, Environmental Grants Specialist 1125 North Military Avenue, P. O. Box 10448 Green Bay, WI 54307-0448 920-492-5797 (ph) 920-492-5891 (fax)

NER Northeast Region including the following counties: Menominee, (W) Outagamie, Shawano, Waupaca, (NW) Winnebago	
(Vacant), Lake Coordinator 647 Lakeland Road Shawano, WI 54166 715-526-4220 (ph) 715-524-3214 (fax)	Sue Kocken, Environmental Grants Specialist 920-492-5797 (ph) 920-492-5891 (fax)

NER Northeast Region including the following counties: Marinette, Oconto	
Greg Sevener, Lake Coordinator Peshtigo Service Center P. O. Box 208 Peshtigo WI 54157 715-582-5013 (ph) 715-582-5005 (fax)	Sue Kocken, Environmental Grants Specialist 920-492-5797 (ph) 920-492-5891 (fax)

NER Northeast Region including the following counties: Fond du Lac, Green Lake, Marquette, Waushara, (S) Winnebago	
Mark Sesing, Lake Coordinator 1210 North Palmatory Horicon WI 53032 920-485-3023 (ph) 920-485-3028 (fax)	Sue Kocken, Environmental Grants Specialist 920-492-5797 (ph) 920-492-5891 (fax)

NOR Northern Region (Rhineland) including the following counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas	
(Vacant), Lake Coordinator 107 Sutliff Avenue Rhineland WI 54501 715-365-8937 (ph) 715-365-8932 (fax)	Jane Malischke, Environmental Grants Specialist 810 West Maple Stree Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)

NOR Northern Region (Spooner) including the following counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn	
(Vacant), Lake Coordinator 810 West Maple Street Spooner, WI 54801 715-635-4073 (ph) 715-635-4013 (fax)	Jane Malischke, Environmental Grants Specialist 810 West Maple Street Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)

SCR South Central Region including the following counties: Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk	
Susan Graham, Lake Coordinator 3911 Fish Hatchery Road Fitchburg WI 53711 608-275-3329 (ph) 608-275-3338 (fax)	Pat Sheahan, Environmental Grants Specialist 3911 Fish Hatchery Road Fitchburg, WI 53711 608-275-3315 (ph) 608-275-3338 (fax)

SER Southeast Region including the following counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha	
Heidi Bunk, Lake Coordinator 141 NW Barstow Street, Room 180 Waukesha, WI 53188 262-574-2130 (ph) 262-574-2117 (fax)	Mary Ellen Franson, Environmental Grants Specialist 2300 North Martin Luther King, Jr. Drive Milwaukee, WI 53212 414-263-8569 (ph) 414-263-8661 (fax)

WCR West Central Region including the following counties: Adams, Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Juneau, LaCrosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood	
Buzz Sorge, Lake Coordinator 1300 West Clairemont Avenue P. O. Box 4001 Eau Claire WI 54702-4001 715-839-3794 (ph) 715-839-6076 (fax)	Bruce Neeb, Environmental Grants Specialist 1300 West Clairemont Avenue P. O. Box 4001 Eau Claire, WI 54702-4001 715-839-3713 (ph) 715-839-6076 (fax)

Lake Partnerships:

WAL – Wisconsin Association of Lakes This is a statewide organization of lake groups, set up to promote public policy, advance education and strengthen local leadership.

One Point Place – Suite 101
Madison, WI 53719
608-662-0923
800-542-5253 (in WI only)

Peter Murray, Exec. Director
Fax 608-833-7179

email wal@wisconsinlakes.org

U.W. – Lakes Extension This office provides lake education and organization assistance .

Bob Korth, Lake Specialist
College of Natural Resources, UW-SP Fax 715-346-4038
Stevens Point, WI 54481-3897
715-346-2192 email bkorth@uwsp.edu

Introduction

Lakes are arguably the jewels of Wisconsin's natural resources and are in jeopardy on many fronts. Recognizing we have a responsibility to protect and maintain their water quality and ecological integrity, the Wisconsin Lakes Partnership offers an assistance package to organizations concerned with their management. Part of that package is financial assistance in the form of three related grant programs that support a sequence of lake management activities: planning, protection and restoration. How a lake can best benefit from these grants depends on many things.

The **first step** to succeed in any venture is to develop a plan of action: determine needs, set goals, gather and analyze relevant information and develop alternative courses of action. The **second step** is to choose and implement the action that best suits the need of all the parties involved. Developing a Comprehensive Lake Management Plan is a good way to address all the different issues and interests affecting a lake. In addition, plans are often required to qualify for additional types of financial assistance and can be useful in making legal and permit decisions.

Before you start filling out an application you should talk with a DNR lake coordinator. Be sure to read "Keys to a Successful Project" located on the inside of the front cover of this guide, as well as the information that follows below.

Lake Management Planning Grants

Lake planning grants provide funding for the lake management planning process.

Small scale lake planning grants of up to \$3,000 are available for water quality monitoring or obtaining and disseminating other basic lake information, conducting education projects, and developing management goals. These grants are ideal for lake groups just beginning the planning process or for activities that supplement an existing plan.

Large scale lake planning grants up to \$10,000 per project are available for bigger projects. Multiple grants, up to a cumulative total of \$100,000 per lake, can be used in phases to complete large projects but sponsors are limited to two grants per funding cycle. The intent of the large-scale program is to conduct technical studies to help develop elements of or complete comprehensive management plans. (See University Wisconsin – Extension publication G3606, *A Model Lake Plan for a Local Community*). Depending on the condition and needs of the lake (which the planning process will help determine), the plan will specify activities, for example, related to minimizing the impact of future development, managing user conflicts, improving fishing, or improving water quality.

Lake Protection and Classification Grants

Lake protection grants provide funding for implementing projects to protect or improve a lake. As one progresses from planning to implementation, the costs and the time involved increase. Because implementation is more expensive, protection grants are available for up to \$200,000 per project.

How to Use This Guide

This guide is arranged into four major sections and is color-coded for easier use.

- **Printed on white paper (in the front):** General information that applies to all lake grants.
- **Printed on green paper:** Information specific to **Lake Management Planning Grants**.
- **Printed on blue paper:** Information specific to **Lake Protection and Classification Grants**
- **Printed on white paper (in the back):** The Appendix, where you'll find necessary forms and other reference information.

General Information

Where the Program Funds Come From

The source of funds for these programs is a portion of the state excise tax on gasoline consumed by motor boats.

Funding Possibilities

With the exception of wetland restoration incentive grants the State will provide 75% of project costs up to the maximums stated on the pages describing each project type (called the state share). The grant applicant must provide 25% of total project costs (called the local share). The local share can be in the form of cash or donated labor, services, some equipment, or materials.

Eligible Applicants

- Counties, towns, villages and cities
- Qualified lake associations (see below)
- Town sanitary districts
- Public Inland Lake Protection & Rehabilitation Districts
- Other local governmental units as defined in Ch. 66.299, Wis. Stats.
- Tribal units of government
- Qualified school districts (planning grants only)
- Qualified nonprofit conservation organizations (see below and web page <http://www.dnr.state.wi.us/org/caer/cfa/EF/forms/forms.html>)

Qualified Lake Associations: To be eligible, a lake association must have been in existence for at least one year prior to applying for a grant and meet certain qualifications explained on Form 8700-226, "Lake Association Organizational Application." The form must be submitted with a copy of the association's by-laws and articles of incorporation to the regional lake coordinator before or accompanying your grant application. A copy of the form is included in the appendix.

Qualified School Districts: To be eligible, the board of a school district must adopt a resolution to conduct a lake management planning project that will provide information or education on the use of lakes or natural lake ecosystems, on the quality of water in lakes, or on the quality of natural lake ecosystems and allow another eligible lake grant recipient (like a lake association) to cooperate with the school district in the project.

Qualified Nonprofit Conservation Organizations (NCOs): To be eligible, a nonprofit group must be tax exempt under Section 501(c)(3) of the IRS code and show that it has as one of its primary purposes the acquisition of

property for conservation purposes. A NCO must submit a copy of its IRS Section 501(c)(3) confirmation letter and the group's by-laws and articles of incorporation to the regional lake coordinator or environmental grant specialist before or accompanying the grant application.

Official Project Resolution

Every lake management grant application must include a resolution adopted by the applicant's governing body. This resolution must:

- Formally request financial assistance by the applicant
- Authorize a representative from the applicant organization to act on behalf of the applicant to sign all documents and take necessary action to complete the proposed project
- Resolve that the applicant will meet the financial obligations of a grant
- Name another cooperating eligible sponsor (for school districts only)

Please see the sample resolutions in the appendix for Lake Planning grants and for Lake Protection grants.

Applicant Responsibility

The financial responsibility for a grant can't be passed to another entity by a resolution or any other means. All eligible payments for project costs must be made by the sponsor named on the grant agreement.

Caution: If your consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements. Before signing your grant award agreement, make sure your consultant agrees with the project scope and conditions as described in the document.

Applicant Financial Capability

Upon application the applicant must be able to demonstrate financial stability and the ability to raise matching funds.

Applicant Land Management Capability

If the applicant is applying for a lake protection land acquisition project, it must also show the ability to enter into a long-term land management contract with the Department.

"Local Share" Responsibility

"Local share" means that portion of the cost (25% in most cases) of the project other than state grant funds administered by the Department of Natural Resources. Your local share can consist of cash, funds from a third party (other than the DNR), donated labor, services, materials, or some equipment use.

Donated labor and equipment as part of local share: A volunteer's time and donated services, equipment or materials may be used as all or part of the 25% local share of a planning grant project. This allows project sponsors to get "credit" toward a grant for using volunteers to collect data, using donated equipment or receiving donated professional services like consulting. Donations are subject to the following provisions:

1. All sources of the local share donation must be indicated in the grant application.
2. The maximum hourly value of donated labor is \$8.00 per hour. Counties may use the donated labor rate established for their county by the Farm Service Agency if the project requires compliance with NRCS technical standards.

3. The value of donated equipment will be based on the Wisconsin Department of Transportation (DOT) county highway rates for similar equipment. (County highway rates for equipment can be obtained from your county highway and transportation office.)
4. The value of donated materials and professional services shall conform to market rates and be established by invoice.

Donated property as part of local share: For certain projects, the Department may consider the value of donated property, as determined by appraisal, as part of the local share. In no case, may a grant exceed the actual cash outlay from the sponsor. The appraisal prepared for the donated property is subject to department review and approval. Two approvals are required for projects involving the purchase of lands or easements of more than \$200,000.

Application Review

Regional staff will review your application for completeness and may return the application for more detailed information. The application is considered complete and the project eligible for funding only when the additional information requested is received and all questions or comments have been resolved.

Rating and ranking: Regional staff then review and rate eligible projects according to how well they meet the program criteria established by law and administrative code. (See the rating and ranking questions for each project type in the Appendix.) Projects and their ratings are then combined in a statewide priority-ranking list where projects of the same type compete against each other. Projects that rank the highest are funded to the extent that funds are available.

Public Access: Your lake coordinator will make a determination of whether the project lake currently has adequate public access. Lakes that do not have adequate public access will receive a lower priority in the project ranking system. Public access standards are addressed in NR 1.90-93, Wis. Admin. Code.

Regional lake coordinators and/or environmental grant specialists will notify grant applicants as to whether their application will be funded. There can be no firm commitment from the Department on a grant until the statewide priority-ranking list of projects has been finalized.

Project Grant Awards

Upon selection of your project, you will receive a signed agreement from the department outlining the approved project scope, time period and budget.

Read your agreement carefully and share it with your consultant if you are working with one. It contains conditions that govern your project.

Make sure your consultant agrees with the project scope and conditions described in the grant agreement. The project sponsor must sign both copies of the agreement and return one to your regional environmental grant coordinator within 30 days.

Important: Costs incurred prior to the beginning date of the grant agreement will not be eligible for reimbursement.

Exception: Land Acquisition and Design costs are available retroactively.

Reimbursement Grant Program This means that to ultimately qualify for the full grant amount you must pay 100% of your claimed project costs and complete your project. However, depending upon the type of grant you receive, you may be able to request an advance payment equal to a certain **percentage** of your grant amount. However, even with an advanced payment you still have some “out of pocket” expenses while you await the final payment. You may also be able to request partial reimbursement payments during the project. A description of payment options specific to each grant type is found in the sections that describe each category of grants.

Financial Administration For Your Project At the time you receive your grant agreement you will also receive information on financial administration during your project, what to do if your project requires changes, how to request advance payments (if applicable for your project type) and reimbursement of project expenditures after completion of your project

Final Report Requirements A final report that describes the project’s results and is useable by the public must be prepared and submitted for all lake management projects. The DNR regional lake coordinator must approve final reports before you may receive your final reimbursement payment. **If a consultant writes the final report, be sure the report has been approved by the regional lake coordinator before making the final payment to the consultant.** Periodic progress reports may be required for multi-year projects.

See the guidance section for your particular project type for specific requirements for the final report.

Water Quality Lab Work All water quality laboratory work must be performed by a lab that has received approval from the department. Generally this is the State Laboratory of Hygiene. This arrangement allows for ease in administration as well as data consistency and quality control.

If your project includes water analyses by the State Laboratory of Hygiene, you will also receive a summary of the analyses to be performed with a set of unique lab slip labels, lab slips and instructions. If you have a consultant taking water samples for your project, you’ll need to provide them with the summary, labels and instructions. Requiring unique labels on water sample lab slips enables the State Lab to assist the department in tracking water samples by project to assure we pay for only the number of samples specified in a project’s grant agreement. You must use the slips provided and only those. If more samples are done above what was originally planned, they will be charged against the final payment.

Data Standards All data gathered during the project and the final report is required to be provided in electronic format, on a 3.5” computer disk or CD, .pdf format is preferred. This must be submitted to your DNR Lake Coordinator as part of your final report. This will assure that the information you collect is archived and can be shared with others in the future. Data may be submitted in alternate formats. Check with your Lake Coordinator to discuss your specific project needs.

Lake Management Planning Grants Program

*Ch. 281.68, Wis. Statutes
NR 190, Wisc. Admin. Code*

The lake management planning grants program provides state cost sharing assistance to eligible sponsors for the collection, analysis and communication of information needed to protect and restore lakes and their watersheds. Projects funded through the Lake Management Planning Grant program often become the basis for projects funded with Lake Protection grants. See page 25 for the process and standards for approving plans as eligible for Lake Protection grants. There are two categories of lake management planning grants: small-scale grants and large-scale grants.

Small Scale

Eligible Projects

Small scale lake management planning grants are intended to address lakes without extensive planning needs where public awareness, fundamental information and enhanced organizational capacity are the primary management objectives. These are intended to be protection oriented, often volunteer-led efforts to obtain and disseminate basic information about lake ecosystems that will be used to develop a foundation for future lake management efforts.

Grants up to \$3,000 may be awarded for the following project types:

- **Self-help lake trend monitoring:** Volunteer lake chemistry monitoring. This project category is a “package deal” with pre-defined scope and costs. Please see full package description below.
- **Lake Education** projects: Activities that will assist management units in collecting and disseminating existing information about lakes for the purpose of broadening the understanding of lake use, lake ecosystem conditions and lake management techniques.
- **Organization development** projects: Activities that will assist management units in the formation of goals and objectives for the management of a lake or lakes.
- **Studies, assessments** and other activities needed to develop management goals: Activities needed to implement or augment management goals or an existing plan for a lake or lakes; for expanded monitoring; or a combination of the activities listed above.

Small scale self-help lake trend monitoring package: This is a standardized project affiliated with, and designed to widen participation in, the department's self-help water chemistry program. New applications for self-help monitoring projects will be accepted in August only; conversions or renewals will be accepted in both February and August. The standard project scope consists of Secchi disk monitoring **and** the first year equipment costs, plus four years of maintenance. The standard project period is five years.

No cash is provided to the grantee; the grant consists of provision of chemistry monitoring equipment, chemicals, and laboratory analysis of water samples at the State Laboratory of Hygiene for phosphorous and chlorophyll. Analysis for dissolved oxygen can be added by agreement between the grantee and the lake coordinator. The standard "local share" for these projects is 130 hours of volunteer labor over the life of the project for participation in training, collecting samples and reporting data, and working directly with the local self-help coordinator. Grant project reporting requirements are fulfilled by consistent self-help monitoring data reporting.

Special requirement: To be eligible for a self-help lake trend monitoring grant, the applicant must be a current Secchi volunteer in the department's program for a minimum of one year, who will commit to receiving the department's training for water chemistry monitoring, and who is willing to perform the monitoring sample collection and data reporting duties for the duration of the project.

Application Deadlines Application deadlines are February 1st (accept for new self-help monitoring projects) and August 1st of each year.

Funding Possibilities The maximum grant amount is \$3,000. Grants are based on 75% of the total eligible project costs and are capped at the maximum grant amount.

Payment Options Grantees may request a 75% advance payment to begin project activities. (If your project includes any State Lab of Hygiene water quality testing costs, those costs will be subtracted from your advance payment because the department pays the State Lab directly for these services on behalf of the grantee.) The final 25% of the grant amount may be requested at the end of the project when the final project report and documentation for actual eligible costs are submitted. For volunteer lake chemistry monitors, no payment is required.

Large Scale

Eligible Projects **Large-scale lake management planning grants** are intended to address the needs of lakes with complex and technical planning challenges. The intent of these projects is to result in a lake management plan that may require more than one year to complete.

Grants of up to \$10,000 may be awarded for the following project types:

- Gathering and analysis of physical, chemical, and biological information on a lake, groundwater within its watershed, or surface water tributaries to a lake.
- Defining and describing a lake's watershed and sub-watershed boundaries.
- Mapping and describing existing and potential land uses within a lake's watershed.
- Reviewing jurisdictional boundaries, evaluating and developing ordinances that relate to zoning, sanitation, or pollution control.
- Gathering and analyzing information from lake property owners, community residents, and lake users.
- Acquiring sociological information such as census data and land use information necessary to develop a long-term lake use plan.
- Developing management and implementation plans for lake protection or rehabilitation.
- Communicating project results to the public by various media such as newsletters, slide shows, radio spots, etc.
- Countywide or regional initiatives involving the above activities.
- Certain educational activities as a component of a planning project.

Projects may be phased with multiple grants up to a maximum of \$100,000. However, only two grants will be awarded per grant cycle. Be sure to describe the schedule for all past and future planning phases in each application.

Application Deadlines Application deadlines are August 1st and February 1st of each year.

Funding Possibilities The maximum grant amount is \$10,000. Grants are based on 75% of the total eligible project costs and are capped at the maximum grant amount.

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

Lake Protection Grant Program

*Ch 281.69 and 281.71
Wisc.Statutes
NR 191, Wisc. Admin. Code*

The lake protection and classification grant program provides state cost sharing assistance to eligible sponsors for lake protection and restoration projects, which benefit the quality of water in lakes or the natural ecosystem of lakes. Sub-categories of this program include Lake Classification Grants to assist counties in developing and implementing lake protection activities based on county wide lake classification and Wetland Restoration Incentive Grants.

Eligible Projects

1. The **purchase of property or a conservation easement** that will significantly contribute to the protection or improvement of the natural ecosystem and water quality of a lake.
2. The **restoration of wetlands** or lands draining to wetlands or lake shorelines up to \$100,000 that will prevent degradation of a lake's water quality or its natural ecosystem.
3. The **development of local regulations or ordinances** to protect lakes and the educational activities necessary for them to begin to be implemented (up to \$50,000).
4. **Lake classification projects** that allow counties to tailor local land and water management programs to classes of lakes in response to development and recreational use pressures (up to \$50,000).
5. **Lake improvement projects** recommended in a DNR-approved plan including watershed management, lake restoration, diagnostic feasibility studies, and pollution prevention and control projects.

See details for each project type in the pages that follow.

Ineligible Projects

Activities not eligible for funding under this program include:

- Dam repair, operation or removal
- Purchase of property on which a dam is located
- Dredging
- Design, installation, operation or maintenance of sanitary sewers or septic systems
- Routine chemical treatments or mechanical harvesting of aquatic plants
- Maintenance and operation of equipment or facilities
- Water safety patrols, as defined in s. 30.79(1)(b), Wisc. Stats.

Application Deadline

May 1.



Land Acquisition

Land acquisition projects are reviewed and processed by DNR regional environmental grants specialists (as opposed to the regional lake coordinators who handle the other types of lake protection grant projects.) A list of regional environmental grants specialists is in the front of this guide.

Important The land acquisition process can be a complicated one. For this reason it is important to start planning your project early and communicating with your DNR environmental grants specialist.

Eligible Land Acquisitions and Conservation Easements The purchase of land in fee title ownership (resulting in a warranty deed) and the purchase of a conservation easement in perpetuity are eligible for 75% grants.

Eligible Costs Eligible acquisition costs include:

- The fair market value of the property as determined by Department-approved appraisals
- The cost of appraisals
- Land survey fees
- Relocation payments
- Land stabilization
- Title insurance
- Recording fees
- Historical and cultural assessments (if required by the department)
- Baseline documentation (required for conservation easements)
- Environmental inspections and audits
- Attorney's closing fees up to \$2,000
- Building demolition may be an eligible cost based on the degree to which the demolition contributes to lake protection or restoration.

Ineligible Costs Land acquisition costs not eligible include:

- Acquisition of any property that is subject to a reversionary right or has restrictions or covenants which would prevent the property from being managed for purposes consistent with this grant program
- Acquisition of land on which a dam is located
- Acquisition of land for which the power of eminent domain is used
- Environmental clean-up costs
- Brokerage fees paid by the buyer
- Real estate transfer taxes
- Land on which a dam is located
- Any other cost not identified above

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

Lake Protection Land Acquisition Conditions When a sponsor/grantee signs a grant and/or management contract accepting lake protection funds, it assumes responsibility for complying with program requirements. These requirements are spelled out in the grant contract and in Chapter 191 of the Wisconsin Administrative code. All obligations, terms,

conditions, and restrictions of the grant contract are limitations on the use of the property in perpetuity. Your regional environmental grant specialist can review the program's grant conditions with you.

Appraisal Requirement The value of real property proposed for acquisition must be established by an appraisal prepared in accordance with DNR appraisal guidelines and approved by the department. Contact the DNR environmental grant specialist for a copy of these. (See environmental grant specialist contacts listed in front of this guide.)

Lake Districts, Sanitary Districts, Lake Associations, NCOs Grant awards involving the purchase of property by a lake district, sanitary district, qualified lake association, qualified nonprofit conservation organization, or management unit organized under s. 66.299(1)(a), Wisc. Stats. require establishment of a grant contract before you can receive payment for land purchase. The grant contract, between the grantee and the department, details how lands acquired with grants will be managed. The contract will contain, but is not limited to provisions which:

- Provide for long-term management of the property.
- Prohibit using the property as security for any debt unless the department previously approves the incurring of the debt.
- Prohibit closing the purchased property to the public except where the department has made a determination closure is necessary to protect wild animals, plants, or other natural features or for property acquired through a conservation easement.
- Prohibit the conversion of property to any use other than that specified in the land management plan or easement.
- Require that any subsequent sale or transfer of the property to a third party is subject to prior approval by the department and that any transfer remains subject to all requirements contained in the initial grant contract.
- Require that the instrument conveying the property to the recipient state the interest of the state 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, without necessity of re-entry.

Retroactivity Grants may not be made for property acquired prior to a grant application without prior written approval from the department.

When acquisition is necessary before approved grant contract.

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

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

Use of an Escrow Account When the grantee is purchasing property under the terms of a grant contract, the department upon request may distribute the entire state share of the

purchase cost of the parcel to a non-interest bearing escrow account, subject to a department-approved title insurance commitment for each property. The escrow account will be released upon completion of an insured closing and conveyance of the property to the sponsor. If the property closing has not occurred within 30 days from the time the funds are distributed to the escrow account, the department may cause the funds in the escrow account to be returned to the department.

Property Management Plan

All land acquisition project applications must include a draft land management plan that describes the site, how it protects the lake and its ecosystem, and how it will be managed and maintained over the long term. The level of detail will depend upon the size and condition of the site. Decisions regarding funding are based, in part, on information in this document. The plan also serves as a long-range planning tool for the project.

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

Minimum Plan Requirements

The following points should be addressed in your narrative and plan:

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

- B. Description of proposed conditions. Describe and/or show on a map how the site will change and be maintained.
 - 1. Include how the site will be used and who will use it, and any plans to restrict the public.
 - 2. Include plans to transfer, gift, or sell the property rights to any other organization.
 - 3. Include who will manage and maintain the site.
 - 4. Include how it will be maintained, e.g. trees planted, mowed? Note: An undisturbed vegetated buffer extending a minimum of 30 feet from the ordinary high water mark of the lake and any streams or wetlands is required on all plans.
 - 5. Specify and attach any third party management agreements.
 - 6. Include as attachments other documents or previously prepared management plans.
 - 7. Use active and binding terms such as will and shall rather than passive terms such as may and should.
 - 8. If the site is "natural" and no development or land-altering management activities are planned, then a map or current aerial photo and a short descriptive narrative will suffice.
 - 9. If development (soil stabilization, vegetation restoration, or the installation of public improvements such as trails or parking lots) is being proposed, the plan will need to be more detailed and include:

- a. A map showing proposed conditions and any interim construction phases.
- b. A description and schedule or sequence of activities (How/when buildings will be removed, plantings done, rip-rap installed, paths located, etc.)
- c. If roads, piers or grading are contemplated, a topographic survey and specific locations and design cross-sections are required.

Relocation Plans If buildings and farmland are used or occupied, governmental sponsors must prepare relocation plans in accordance with Wisconsin Administrative Code, Chapter COMM 202 Relocation Assistance. It is extremely important that the land acquisition procedures are followed carefully as non-compliance with the laws may nullify a grant award. Information pamphlets regarding the need to prepare a relocation plan and any potential relocation payments can be obtained by contacting the Department of Commerce, Relocation Unit, Division of Community Development, 201 West Washington Avenue, PO Box 7970, Madison, WI 53707, 608-264-7822. Information and forms are also available from the Department of Commerce website: www.commerce.state.wi.us (search for “relocation unit”).

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

If relocation payments are necessary, they are eligible for 75% cost sharing assistance.

Environmental Hazards Assessment No grant may be awarded prior to receipt of an environmental hazards assessment showing the property contains no undesirable environmental conditions or liabilities or potential liability or hazards that are unacceptable to the department. For lake districts, sanitary districts, qualified lake associations and management units organized under s. 66.299(1)(a), Stats., this environmental hazards assessment report must be approved by the department. A copy of the environmental hazards assessment report, Form 1800-001, is found in the appendix.

Archaeological Sites and Historic Buildings The department will check resource inventories for known archaeological sites and/or historic buildings on the property proposed for acquisition of title or easement. If any are present, the department will advise the applicant what, if any, additional steps must be taken for compliance with state historic preservation laws.

Application Deadline May 1st of each year

Funding Possibilities The maximum grant amount is \$200,000. Grants are based on 75% of total eligible costs and are capped at the maximum grant amount.

Payment Options Land acquisitions are complicated transactions. Refer to information listed previously in this section and check with your Environmental Grant Specialist.



Wetland and Shoreline Habitat Restoration

Eligible Project Costs

1. The development of plans, specifications and environmental assessment, including pre- and post-engineering and design costs.
2. Construction, earth moving or structure removal costs.
3. Native plant stock or seeds for re-establishing vegetation.
4. Incentive payments to landowners up to \$250.
5. Public meetings and education and promotional materials, mailing and similar costs related to the distribution of information about restoration.
6. Necessary monitoring in order to measure success in achieving the ecologic function of restoration activities.
7. Purchase of property or easements on which wetland restoration activities will take place. The cost of preparing and filing deed restrictions on the property where shoreline habitat restoration will take place.
8. Labor costs required to carry out activities identified in the grant agreement.
9. Other costs determined by the department necessary to carry out a successful wetland or shoreline habitat restoration.
10. Water regulatory permits required for the project.

Costs not eligible include the costs of environmental clean up, stairs, walkways or piers.

Projects that are necessary to comply with a regulatory action, including wetland or shoreland mitigation projects are **ineligible**.

Shoreline Habitat Restoration: Restoration sites must meet minimum dimensional standards and other requirements as specified in NR 191.24(3) for cost-sharing restoration work. Cost sharing for technical assistance and design assistance are eligible for any site.

Water Regulatory Permits

The applicant must have or apply for all necessary water regulatory permits when submitting an application. The preliminary design costs necessary to obtain the permit will be considered allowable pre-approval costs and are eligible project costs.

Detailed Project Description

The narrative description of the project should include:

- Physical description of the project site(s) including the number of acres or lots to be restored, unique features, current land use and surrounding land use
- Description of the methods used to conduct the restoration
- Explanation of the project including how the results of the project will protect or improve lake water quality or the natural ecosystem of the lake
- Explanation of how the proposed wetland restoration complements other lake management efforts
- General time frame for completion of the project

Ownership, Easements or Deed Restrictions Required for all Restoration Activities

For **wetland restoration** activities, the grantee must have control of the restoration site through fee simple ownership or a conservation easement in perpetuity in order to apply for funding. The costs of acquiring property for this purpose are eligible project costs. However, the procedures outlined in the land acquisition project section must be followed. For **shoreline habitat restoration**, the restoration site must be deed restricted so that it remains in

conservation use for perpetuity. Cost for filing and preparing deed restrictions is an eligible cost in addition to a \$250 incentive payment.

Application Deadline May 1st of each year

Funding Possibilities The maximum grant amount is \$100,000. Grants are based on 75% of the total eligible project costs and capped at the maximum grant amount.

Wetland Restoration Incentive Grants: A special subset of wetland restoration grants allows for 100% funding up to \$10,000 for wetland restoration projects if they are identified in the applicant's comprehensive land use plan. At a minimum the plan must identify the project location and include a policy statement on the need for restoration or enhancement.

Payment Options While an advance payment may not be requested, it is possible to submit partial payment reimbursement requests accompanied by a progress report during the project.



Development of Local Regulations and Ordinances

Eligible Project Costs All projects must include the development of an ordinance to be presented for adoption with an assessment of the administration and enforcement capacity and cost to implement the ordinance to be eligible. Land use planning alone is not an eligible activity.

1. Boating or lake use, conservancy, wetland, shoreland, floodplain, construction erosion control stormwater control or other ordinances with water quality or lake protection benefit.
2. Review and evaluation of an existing regulation or ordinance effectiveness, including necessary surveys.
3. Mapping, planning and related activities as needed limited to what is necessary to the development of the proposed regulation.
4. Legal fees to develop regulation or ordinance language.
5. Public meetings and materials, surveys, mailing, and similar costs related to community education on the need for and implementation of an ordinance or regulation.
6. Training of officials and citizens for compliance and enforcement of an existing or new regulation or ordinance.
7. Labor costs required to carry out activities identified in the grant agreement provided they require additional staff or increased hours of existing staff. Costs of additional staff positions or increased staff hours shall be based on management unit rates for the position including salary, fringe benefits and other items determined to be appropriate by the DNR.
8. Other costs determined by the DNR to be necessary to carry out the development of a regulation or ordinance.
9. Legal fees incurred in appealing department decisions are not reimbursable costs.

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

Detailed Project Description The narrative description of the project should include:

- ✓ Describe the problem that has resulted in the need for an ordinance
- ✓ Describe past attempts to address the problem
- ✓ Explain how the regulation or ordinance will protect or improve lake water quality or the natural ecosystem of the lake
- ✓ Explain how the proposed ordinance development complements other lake management efforts
- ✓ Describe the level of support for the project from other affected management units
- ✓ Identify other groups or management units that will be involved, describe their roles and level of financial support
- ✓ Describe the process of long-term enforcement of the regulation or ordinance and an estimate of enforcement costs

All ordinance development projects should include the following project scope elements:

1. Inventory of applicable existing ordinances currently in effect on lake(s) effected.
2. Definition and extent of the local jurisdictions enforcing existing ordinances.
3. Description of the resources (staff, budget, equipment) each jurisdiction allocates to the enforcement of existing ordinances.

Final Report Requirements All projects must result in a final report that describes the project results and includes copies of the proposed ordinances or regulations. Both paper and electronic copies of this report are required.

Periodic progress reports may be required for multi-year projects.

Application Deadline May 1st of each year

Funding Possibilities The maximum grant amount is \$50,000. Grants are based on 75% of the total eligible project costs and capped at the maximum grant amount.

Payment Options An advance payment of 25% of the grant amount may be requested to begin project activities.



Lake Classification Only Counties are eligible for Lake Classification Grants.

The Wisconsin Association of Lakes (WAL) provides technical and educational assistance to lake classification efforts statewide. They have numerous resources and examples of what other counties have or are doing. For more information contact WAL at (608) 662-0923 or at <http://www.wisconsinlakes.org/>.

Eligible Projects Classification:

1. Objective setting for the classification system
2. Preliminary investigation of appropriate management tools
3. Investigation and selection of appropriate classification criteria
4. Data collection and analysis to place waters in classes

Management:

1. Public information and education relating to impacts of development on water resources, alternative management options and expected consequences
2. Objective setting for individual lake classes
3. Ordinance development: zoning, watercraft regulation, construction site erosion control, public water access, piers and moorings, etc.
4. Implementation of alternative management tools: purchase of land or development rights, conservation easements, public information and education, continuing education for local government decision makers and staff, individual lakes and watershed plans, etc.
5. Adoption of policies which encourage management of waters based on the specific needs of each waterbody

Implementation: (A county must have adopted a lake classification system to be eligible for an implementation grant.)

1. Tracking and evaluating the enforcement and compliance with ordinances implementing the classification.
2. Developing forms, computer programs and other procedures to improve and streamline administration.
3. Conduct training and education sessions on the classification system and the new regulations or develop and distribute printed materials or electronic media (WEB sites).
4. Support programs resulting from lake classification such as shoreland restoration technical assistance.
5. Make revisions, amendments and “touch ups” to the classification system (maps, GIS, and databases) or the ordinances implementing them.

Detailed Project Description

The narrative description of the project should include:

- ✓ Describe the problem that has resulted in the need for lake classification
- ✓ Describe past attempts to address the problem
- ✓ Explain how lake classification will protect or improve lake water quality or the natural ecosystem of the lake
- ✓ Explain how the proposed lake classification complements other lake management efforts

- ✓ Describe the level of support for the project from other affected management units
- ✓ Identify other groups or management units that will be involved, describe their roles and level of financial support
- ✓ Describe the process of long-term enforcement of lake classification and estimate enforcement costs

All lake classification projects should include the following project scope elements:

1. Inventory of applicable existing ordinances pertaining to the lake(s) in question.
2. Definition and extent of the local jurisdictions enforcing existing ordinances.
3. Description of the resources (staff, budget, equipment) each jurisdiction allocates to the enforcement of existing ordinances.

Final Report Requirements All projects must result in a final report that describes the project results and includes copies of the proposed lake classification.

Periodic progress reports may be required for multi-year projects.

Application Deadline May 1st of each year

Funding Possibilities The maximum grant amount is \$50,000. Grants are based on 75% of the total eligible project costs and capped at the maximum grant amount.

Payment Options An advance payment of 25% of the grant amount may be requested to begin project activities.



Lake Management Plan Implementation

Eligible Project Activities Eligible activities include watershed management or protection activities, pollution prevention and control activities, in-lake restoration activities, diagnostic/feasibility studies, project design projects or any other activity recommended in a plan approved by the Department. Project activities must be recommended in a department-approved plan. **All the necessary permits and approvals for the project must be issued or applied for at the same time as applying for a grant.**

Plan Approval Prior to submitting an application, the sponsor must submit a copy of the lake management plan to the appropriate regional headquarters for approval. This should be done several months before the May 1 application deadline. The request must specify which recommendations in the plan the sponsor is considering for a grant application and describe the process used to provide the public the opportunity to comment on the plan and a summary of those comments and documentation of the sponsor's adoption of the plan.

The department will review the plan and consider the extent to which it adequately supports the recommended actions. A copy of recommended plan elements is available from your regional lake coordinator. The Department will complete its review in 45 days after receipt and notify you of its decision or request additional information. Once the plan or plan recommendation is approved, you may submit an application for a grant.

- Eligible Project Costs**
1. Watershed restoration or protection involving pollution prevention or control practices (Best Management Practices).
 2. In-lake restoration projects such as lake aeration, chemical, biological or physical lake treatment of sediments.
 3. Planning and engineering, landscape or construction design plans and specifications that are necessary to determine appropriate options and recommendations for lake protection improvement.
 4. Labor, materials, supplies, laboratory costs related to the above.
 5. Other costs as approved by the Department and necessary for implementing a recommendation in an approved lake management plan.

Lake Restoration Grants Lake restoration grant activities are activities that improve the recreational or environmental values of a lake. They include such natural resource enhancement activities as aeration, aquatic plant management, alum or lime treatments, artificial circulation, biomanipulation, dilution/flushing, drawdown, fishery rehabilitation, habitat restoration, harvesting lake plants, hypolimnetic withdrawal, and sediment covers, oxidation, removal or tilling. The sources or causative factors of the problems to be remediated should have been or very likely will be controlled prior to in-lake improvement activities.

Lake Restoration Grants Projects meeting the definition of Lake Restoration Grants under NR
Public Access Requirement 191.03(5) require public access as defined in NR 1.91.

**Detailed Project
Description**

- A description of the project scope including specific work tasks, a time schedule and a breakdown of costs. Use Form 8700-244, Project Cost Estimate Worksheet.
- Engineering and design plans.
- Copies of required water regulatory permits or permit applications.

Application Deadline May 1st of each year

Funding Possibilities The maximum grant amount is \$200,000. Grants are based on 75% of the total eligible project costs and capped at the maximum grant amount.

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

Appendix

Lakes Grant Application – Form 8700-283

Lakes Management Grants Application Instructions

Before filling out your application, please thoroughly review the application guidelines, read the ranking criteria for your proposed project type (located in the appendix of the guidance booklet), and talk with the DNR Lake Coordinator and/or Environmental Grant Specialist for your area.

Applicants other than counties, towns, cities, villages, tribes, sanitary districts, protection and rehabilitation districts, and school districts working with another eligible sponsor, must complete and submit an Organizational Application form (#8700-226), preferably well ahead of the grant application deadline. Applications from organizations not eligible at the time of application deadline will not be considered for funding.

Your completed application must be submitted to the DNR Lake Coordinator for your area by the following deadlines:

For Lake Management Planning Grants, February 1 and August 1, for the spring and fall grant cycles respectively.
For Lake Protection Grants, May 1.

The complete application includes the Lake Management Grants application form and all attachments required for the type of project for which you are applying. Contact your DNR Lake Coordinator or Environmental Grant Specialist at any time if you have questions or need clarification of any requirement.

Section I: Application Type

Check the box next to the project type that most closely describes the project you are proposing.

Section II: Applicant Information

Applicant: The applicant must be a county, town, city, village, town sanitary district, public inland lake protection and rehabilitation district, school districts (planning only), other local governmental unit as defined in CH. 66.299, Wis. Stats., tribal unit of government, qualified lake association, or qualified nonprofit conservation organization. Name the applicant and check the box that describes the applicant.

Authorized Representative Named by Resolution: The authorized representative must be the person authorized by a resolution of the applicant's governing body to act on behalf of the applicant to sign the application and all grant-related documents, receive grant payments on behalf of the applicant, and take necessary action to complete the proposed project. A contracted consultant to the applicant may not be named as authorized representative for the project.

Project Contact Name: The contact person is the person the applicant designates to perform day-to-day management and coordination of the project. The contact person may or may not be the same person as the authorized representative. The applicant may choose to designate a consultant as the contact person.

Section III: Project information

Project Title: Give a descriptive title for the project that includes the name of the lake and/or project area.

Proposed Ending Date: The project ending date must be June 30 or December 31 of the year you plan to complete your project.

Other Management Units Around Lake: List other management units, including municipalities and organizations, that are in or adjacent to the project area. Check the corresponding box for each management unit from which you include a letter of support for your project.

Section IV: Lake Access

List the number of public vehicle trailer parking spaces available at public access sites. Then list the number of public access sites on the lake, including boat launches and walk-ins.

(If the project lake has access or facilities other than those called for on the form, please describe these in your project narrative.)

Section V: Cost Estimate and Grant Request

The cost estimate is divided into two columns for each cost category, Cash Costs and Donated Value. Column 1, Cash Costs are those costs the applicant expects to incur specifically for the project and will pay in cash, either out-of-pocket or with grant funds. Column 2, Donated Value includes the value of donated labor, services and goods that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means.

Enter your projected costs for each applicable cost category 1 through 13 listed in Section V, indicating for each category the portion of the cost that is a Cash Cost and the portion that is Donated Value. Most projects won't have costs in all categories. Refer to the instructions below for descriptive notes for certain cost categories that may not be self-explanatory or that have special requirements.

Small-scale self-help monitoring package: If your project proposal consists of the self-help monitoring package as described in the guidance, the project protocol is standardized and project costs and donated value have been calculated for you. Check the self-help monitoring box on the top line in Section V. Then in Column 1, Cash Costs, enter \$2,220; in Column 2, Donated Value, enter \$780. Skip Lines 1-14. On Line 14, Column 1, enter \$2,220; in Column 2, enter \$780. On Line 15, Total Project Cost Estimate, enter \$3000. On Line 16, State Share Requested, enter \$2,220. (NOTE: When awarded, actual costs will reflect the current rates for equipment, supplies and lab costs.) Go on to Section VI.

1. Salaries, wages and employee benefits: Column 1, Cash Costs, includes salaries, wages and employee benefits paid by the applicant to its own employees for work directly allocable to the grant project and documented by time sheets and payroll records. Column 2, Donated Value, includes the value of labor donated to the project. The value of such labor is limited to a maximum value of \$8.00 per hour.
2. Consulting services: Column 1, Cash Costs include the full cost of the consulting contract(s) for the project. Column 2, Donated Value, includes the value of donated professional consulting services valued at the rate the professional person actually receives for similar work performed for pay.
3. Purchased services--printing and mailing:
4. Other purchased services (specify):
5. Plant material:
6. Supplies (specify): Supplies are consumable items.
7. Depreciation on equipment: If you are purchasing equipment for the project, using equipment owned by the applicant, or accepting donations of equipment use, please consult with your DNR Environmental Grants Specialist for information on the lakes grant equipment depreciation and hourly use policy.
8. Hourly equipment use charges: Please see 7, above.
9. State Lab of Hygiene (SLOH) costs: If your project includes the collection of water chemistry samples and analysis at the State Lab of Hygiene, you must get a completed projected SLOH costs form from your DNR Lake Coordinator and

submit it with your application. Enter the total cost for testing from that form on Line 9 in Column 1. Do not enter anything in Column 2 of Line 9.

- 10. Non-SLOH laboratory costs: Enter on this line costs of laboratory work at non-SLOH laboratories. You must have prior approval from the department to use a lab other than the State Lab of Hygiene. If you put costs on this line, include in your project description information on which lab you plan to use and how many samples you plan to send in.
- 11. Land or easement acquisition value: Enter the certified fair market value of the land or easement that you intend to purchase. If you don't know the certified value because your appraisal has not yet been certified by department real estate staff, list the price indicated in the submitted appraisal. If all or part of the value of the land will be donated, enter the donated portion of the value in Column 2, and the remainder, if any, in Column 1. Note: The cost of acquisition of any property that is subject to a reversionary right or has restrictions or covenants which would prevent the property from being managed for purposes consistent with this grant program is not an eligible cost.
- 12. Associated acquisition costs: Enter the sum of eligible acquisition costs other than the value of the land or easement itself. Eligible costs include the cost of appraisals, land survey fees, required relocation expenses, land stabilization costs, title insurance, attorneys closing fees up to \$2,000, recording fees, historical and cultural assessments (if required by the department), baseline documentation (required for conservation easements), and the cost of environmental audits. Building demolition may be an eligible cost based on the degree to which the demolition contributes to lake protection or restoration. Ineligible costs include environmental clean up costs, brokerage fees paid by the buyer, real estate transfer taxes, and any other cost not listed above as an eligible cost.
- 13. Other: List costs that are needed to implement the project but are not captured in Lines 1 through 12, above, and enter the sum of these costs.
- 14. Subtotals: Add up the numbers in Column 1, Cash Costs, and enter the sum in Column 1 on Line 14. Add the numbers in Column 2, Donated Value, and enter the sum in Column 2 on Line 14.
- 15. Total project cost estimate: Add together the numbers from Columns 1 and 2 on Line 14. Enter the sum in the box for Line 15. This is your total project cost estimate, including costs the applicant will pay with cash and the value of donated labor, services and goods.
- 16. State share requested: The state share requested is 75% of the total project cost estimate from Line 15 up to the maximum grant amount for your project type, and not exceeding the total cash costs from Line 14, Column 1. You may use the worksheet below to calculate the state share requested.

- a) Total project cost estimate from Line 15 _____
- b) Figure on a) times .75 _____
- c) Maximum grant amount for project type _____
- d) The lesser of b) or c), above _____
- e) Cash costs from Line 14, Column 1 _____
- f) The lesser of or d) or e), above _____

This is the maximum state share you may request. Enter the amount from f), above, in the box for Line 16.

Section VI: Attachments

To complete your application you must submit all attachments indicated on the checklist as required for your project type. All applicants must submit the attachments listed in Section A. Please review the headings for Sections B through F to identify those sections that apply to your organization and/or project type. Check the box next to each listed attachment that you are including with your application.

Refer to the instructions below for descriptive notes for certain attachments that may not be self explanatory.

A. For all applicants:

A.1. Authorizing resolution: A sample authorizing resolution for Lake Management Planning Projects (as well as a separate sample resolution for school districts) and another for Lake Management Protection Projects are located in the guidance in the Appendix. Select the sample resolution that matches your project type and use it as a model for your own. The resolution must be passed by the applicant's governing body, and properly signed and dated. (Remember that you may not designate a contracted consultant as your authorized representative.)

A.2 Letters of support: The department's objective in requesting these letters is to ensure that other management units that may be affected by the project are aware that it will be carried out, and have the opportunity to indicate whether or not they support the project.

Special requirement for small-scale self-help monitoring package grant applicants only: You must include a letter of commitment from a volunteer who has had one year of Secchi disk monitoring through the department's self help monitoring program, and who indicates his or her willingness to serve as a volunteer for the grant project, including accepting self-help chemistry monitoring training and performing the sampling and data reporting duties for the duration of the project.

A.3: Map of project location and boundaries: Let the map(s) you provide fit the complexity of the project. For small, simple projects, a simple location map, such as a copy of a page from a plat book or a county map with the project lake circled will do.

A.4: Itemized breakdown of expenses: For each cost category for which you estimated costs in Section V, provide a brief explanation of what the cost will cover and how you calculated the amounts you entered on Lines 1 through 13 in Schedule V.

A.5: State Lab of Hygiene (SLOH) Projected Cost Form: This is required only for those applicants who will send samples to the SLOH for testing. This form is not included in this application packet and must be obtained from the lake coordinator.

A.6: Project scope/description: This is the heart of your grant application, and should provide the grant reviewer with a narrative that gives a full picture of your project. Write your project description commensurate with the size and complexity of your project. For a relatively simple small-scale planning grant, a few paragraphs may suffice; for a large scale planning grant or protection grant, you would need to provide more. Be sure to thoroughly address every element on the checklist for project description, a. through k.

B. For applicants that are Lake Management Organizations (LMOS) or Non-profit Conservation Organizations (NCOs).

B.1 For LMOs only: Include a completed Form 8700-226 (Lake Association Organizational application. This form is available in the appendix of the lake grant application guidance package. See the table of contents for page number.

B.2. Documentation of Financial Status: Either a copy of the most recent audited financial statement or the most recent IRS 990 filing will usually suffice. You may also include additional information that evidences your organization's financial capability to provide the "local share" and complete the proposed project.

Note: If your organization has received a grant from the department since 2001 under the Lakes Management Planning, Lakes Management Protection, Stewardship, and/or Nonpoint Source Pollution Abatement grant program, give the name of the program, the date of the grant award and the grant number. If you provide this information, B.1 and B.2 do not apply to your application

Attachments C. through F: Please refer to the section in the guidance booklet that pertains to your project type for more detailed descriptions of the required attachments.

Section VII: Certification

Be sure that the representative authorized by resolution of the applicant's governing body signs and dates the application!

Lake Association Organization Application - Form 8700-226

**Lake Planning Grants
Sample Resolution**

Resolution # _____

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

County of _____

WHEREAS _____ Lake is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS a study and examination of the lake will lead to better understanding and will promote the public health, comfort, convenience, necessity and public welfare; and

WHEREAS we recognize the need for responsible and holistic long-range planning to better manage the lake, its watershed, and its use; and

WHEREAS we are qualified to carry out the responsibilities of the planning project

IT IS, THEREFORE, RESOLVED THAT:

_____ (*management unit*) _____ requests the funds and assistance available from the Wisconsin Department of Natural Resources under the "Lake Management Planning Grant Program: and

HEREBY AUTHORIZES ____ (*management unit's representative*) _____ to act on behalf of _____ (*management unit*) _____ to: submit an application to the State of Wisconsin for financial aid for lake planning purposes; sign documents; and take necessary action to undertake, direct, and complete an approved planning grant.

BE IT FURTHER RESOLVED THAT _____ (*management unit's name*) _____ will meet the obligations of the planning project including timely publication of the results and meet the financial obligations under this grant including the prompt payment of our 25% commitment to planning project costs.

We understand the importance of a continuing management program for _____ Lake and intend to proceed on that course.

Adopted this day ____ of _____, 20__

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

BY: _____ Secretary/Clerk of
_____ (*management unit's name*) _____

Note: management unit is the eligible sponsor as defined in S. 281.68, Wisconsin Statutes – any county, city, town, village, town sanitary district, public inland lake protection and rehabilitation district, qualified lake association or nonprofit conservation organization, or other local governmental unit established for the purpose of lake management that chooses to apply for a lake planning grant.

The **management unit's representative** is the individual authorized to act on behalf of the grant applicant. The resolution should not pass on grant responsibility to another group or organization.

**Lake Planning Grants
Sample School District Resolution**

Resolution # _____

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

County of _____

WHEREAS _____ Lake is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS a study and examination of the lake will lead to better understanding and will promote the public health, comfort, convenience, necessity and public welfare; and

WHEREAS we recognize the need for responsible and holistic long-range planning to better manage the lake, its watershed, and its use; and

WHEREAS we recognize the need to provide information or education on the use of lakes or natural lake ecosystems, on the quality of water in lakes, or on the quality of natural lake ecosystems.

WHEREAS we are qualified to carry out the responsibilities of the planning project

IT IS, THEREFORE, RESOLVED THAT: The ____ (*insert School District name*) _____ requests the funds and assistance available from the Wisconsin Department of Natural Resources under the “Lake Management Planning Grant Program: and

HEREBY AUTHORIZES the ____ (*insert School District representative*) _____ to act on behalf of _____ (*insert School District name*) _____ to: submit an application to the State of Wisconsin for financial aid for lake planning purposes; sign documents; and take necessary action to undertake, direct, and complete an approved planning grant.

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

BE IT FURTHER RESOLVED THAT the ____ (*insert School District name*) _____ will partner with the ____ (*insert another eligible recipient of lake planning grants name*) _____ to accomplish the educational efforts of the Lake Management Planning project.

We understand the importance of a continuing management program for _____ Lake and intend to proceed on that course.

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

BY: _____ Secretary/Clerk of
_____ (*insert School District name*) _____

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

The School District’s representative is the individual authorized to act on behalf of the grant applicant. The resolution should not pass on grant responsibility to another group or organization.

LAKE PLANNING GRANT PRIORITIES

Small-Scale Ranking Questions

Ranking/Activities Sheet

Revised – May 2001

For DNR use only. Informational use for applicant.

Instructions: Select **one** specific category (IA through D) which best describes the project for which funding is being requested and rank the project using the criteria listed. Then also answer questions II and III to complete the ranking and total the score. Be careful to note if all or only one answer is to be checked for each question.

- Lake meets minimum boating access standards of s. NR 1.91 (4) or existing facilities are sufficient to meet existing public demand for access.

I.A. Lake Trend Monitoring Projects. Projects that collect and report chemical biological and physical data about lakes to monitor trends in lake ecosystem health. These projects must conform to the protocol for self-help expanded TSI monitoring. **When ranking projects, the Department shall consider the utility of the data and information that will be generated for assessing lake ecosystems determined as follows:**

(check only one that applies)

- _____ 5 pts. 1) The lake is recommended for TSI monitoring in Basin Plan or Department's Baseline Monitoring Strategy and currently not being monitored. (New project)
- _____ 4 pts. 2) The lake is NOT recommended for TSI monitoring in Basin Plan or Monitoring Strategy but recent local management need has been identified, e.g. planning or management actions are being initiated or conducted that will be supported by the data to be collected.
- _____ 3 pts. 3) The project will continue a monitoring effort on a lake that is recommended for TSI monitoring in the Basin Plan or the Department's Baseline Monitoring Strategy. (Maintenance)
- _____ 2pts. 4) The lake is NOT recommended for TSI monitoring in Basin Plan or Monitoring Strategy AND no planning or management actions are conducted but no trend data is available for lake.
- _____ 1 pt. 5) The project will continue a monitoring effort on a lake that is NOT recommended for TSI monitoring in the Basin Plan or the Department's Baseline Monitoring Strategy. (Maintenance)

Explanation:

I.B. Lake Education Projects. Projects that will assist management units in collecting and disseminating existing information about lakes for the purpose of broadening the understanding of lake use, the lake community, lake ecosystem conditions and lake management techniques. **When ranking projects, the Department shall consider the degree to which the project will enhance knowledge and understanding of lake ecosystems determined as follows:**

(check all that apply)

- _____ 1 pt. 1) Creates a partnership between a lake organization and youth organization and implements an Adopt-a-Lake, Project WET or similar activity.
- _____ 1 pt. 2) Seeks to inform the community about a specific lake management issue, management project or creates a lake history.
- _____ 1 pt. 3) Project results will be presented to a lake organization meeting and a local unit of government.
- _____ 1 pt. 4) Project results will be presented to a lake organization meeting a local unit of government AND the general public via community forums, lake fairs, press releases, newsletter articles or signage.
- _____ 1 pt. 5) Provides information on lake ecosystems that has regional or statewide significance or audience.

Explanation:

I.C. Organization development projects. Projects that will assist management units in the formation of goals and objectives for the management of a lake or lakes. **When ranking projects, the Department shall consider the degree to which the project will assist local decision-making and provide for the formation of goals or a strategy to protect a lake or lakes and lake ecosystems as determined as follows:**

(check all that apply)

- _____ 2 pt. 1) The project will result in the formation of management goals and objectives or a strategy for the management of a lake or lakes.
- _____ 1 pt. 2) The project will provide results that assist local decision-making affecting lake management on a specific topic or issue.
- _____ 1 pt. 3) Provides training for management unit representatives on a topic of relevance to unit's lake management activities.
- _____ 1 pt. 4) The project will enhance the capacity or effectiveness of a lake management unit.

Explanation:

I.D. Studies, assessments and other activities. These projects will implement or augment management goals or management plan recommendations for a lake or lakes or result in obtaining information needed to develop or refine management goals and objectives. **When ranking projects, the Department shall consider the degree to which the project will likely result in significant improvement in the management of a lake or lakes and lake ecosystems as determined by:**

(check all that apply)

- _____ 2 pts. 1) Project completes an element of a comprehensive lake management plan with recommendations for implementation i.e. aquatic plant management plan, tributary monitoring/assessment, shoreland restoration plan, etc.
- _____ 1 pt. 2) The project is recommended or identified as a need in a local or department resource plan.
- _____ 1 pt. 3) The project help to resolve issues and inform decision-making within the lake management unit on a specific topic.
- _____ 1 pt. 4) The project implements or tests an innovative management technique with applicability to other lakes.

Explanation:

II. When ranking projects the Department shall consider the degree of public access to the lake as determined as follows:

- _____ 1 pt. Lake exceeds minimum boating access requirements or meets minimum boating access requirements and the lake has significant other non-boating public access opportunities such as swimming beaches, parklands or public piers.

Explanation:

III. When ranking projects the Department shall consider whether this is a first-time small-scale project for a lake.

- _____ 1pt.

LAKE PLANNING GRANT PRIORITIES

Large-Scale Ranking Questions

Ranking/Activities Sheet

Revised - May 2001

For DNR use only. Informational use for applicant.

Instructions: For each large-scale grant, answer all questions that apply and total score.

- Lake meets minimum boating access standards of s. NR 1.91 (4) or existing facilities are sufficient to meet existing public demand for access.

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

(check all that apply to the current status of planning for the lake in addition to those proposed in the application)
*This is a **cumulative** score that acknowledges past planning efforts.* Cumulative scoring only applies to Section A.

- ___ 2 pts. 1) Completes or updates a comprehensive lake management plan.
- ___ 1 pt. 2) Identifies and prioritizes lake management needs and sets goals (long-term focus).
- ___ 1 pt. 3) Provides specific lake water quality management objectives (resource desired conditions in TSI or other accepted index).
- ___ 1 pt. 4) Provides specific objectives for watershed or land use management (loading reduction strategy, identify critical sites, or develops land management ordinances).
- ___ 1 pt. 5) Provides specific management objectives for fish, aquatic life or wildlife habitat.
- ___ 1 pt. 6) Provides a specific sociological management objective (recreational use, education, organization, regulatory, incentive program).

Explanation:

B. The degree to which the planning project will enhance knowledge and understanding of a lake's fish, aquatic life and their habitats. (Check all that apply)

- ___ 2 pt. 1) Develops a comprehensive assessment of fish, aquatic life or wildlife habitat with management recommendations (aquatic plant management plan, shoreland restoration plan, spawning site protection plan, species habitat management plan, etc.).
- ___ 2 pt. 2) Information will be used in development of a DNR Sensitive Area Designation or shoreland restoration and protection program for the lake.
- ___ 1 pt. 3) Project inventories fish, aquatic life or wildlife and their habitats but will not include management recommendations.
- ___ 1 pt. 4) Project has direct benefit to the protection of listed threatened, rare or endangered species that are known to use the lake for habitat.

Explanation:

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

- ___ 1 pt. 1) Delineate watershed boundary, map existing and future land uses and associated acreage and estimate annual pollutant loadings from watershed using standard runoff coefficients. For regional land use planning projects loading estimates may be substituted by an analysis of the quantity, type and location of various land uses and their relationship to lake water quality.
- ___ 1 pt. 2) Identify surface runoff patterns and delineates environmentally sensitive areas in the lake watershed (wetlands, habitat, steep slopes, riparian buffer zones, etc).
- ___ 2 pt. 3) Inventory and review in detail the adequacy of institutional programs effecting lake quality (land use planning, management, regulations, enforcement).
- ___ 2 pts. 4) Develops a comprehensive assessment and management strategy for watershed pollution source(s). Partition actual load(s) by subwatershed or source(s) [septic, feedlots, etc.] conducts a loading reduction feasibility analysis and creates a nutrient or stormwater management plan that recommends BMPs, ordinances, etc.

Explanation:

D. The degree to which the proposed planning project enhances local understanding of the lake's water quality, potential uses and factors which affect a lake's water quality. (Check all that apply)

- ___ 1 pt. 1) Secchi or other single parameter monitoring will be conducted and reported.
- ___ 1 pt. 2) Condition specific monitoring for a specific purpose (Three parameter TSI, internal loading, tributary contribution, algae speciation, etc.).
- ___ 2 pts. 3) Development of a lake nutrient budget. Multiple parameter lake and tributary monitoring with sufficient frequency to characterize whole lake conditions and make management decisions.
- ___ 2 pts. 4) Generates lake condition response model output.

Explanation:

E. The degree to which the project will likely result in significant improvement in the management of a lake or lakes and lake ecosystems. (What implementation activities will result?) (Check all that apply)

- ___ 1 pt. 1) Project completes a planning effort including a strategy (who, what, when) for implementation.
- ___ 1 pt. 2) Project will provide design information (technical specifications) for specific management project implementation (e.g. lake protection grant application).
- ___ 1 pt. 3) Project results are critical to support larger specific planning or management efforts (TMDL, water quality standards, ordinance development, lake restoration, etc.).

Explanation:

F. The availability of public access to, and public use of, the lake. (Check only one)

- _____ 1 pt. 1) Lake meets minimum boating access requirements.
- _____ 2 pts. 2) Lake exceeds minimum boating access requirements.
- _____ 3 pts. 3) Lake meets minimum boating access requirements and the lake has significant other non-boating public access opportunities such as swimming beaches, parklands or public piers.

Explanation:

G. The degree to which the proposed planning project complements other lake management efforts, is supported by other affected management units and leverages other local community funds for the project. (Check all that apply)

- _____ 1 pt. 1) 10% or more of the financial or in-kind project match is coming from a management unit or interest group other than the sponsor.
- _____ 1 pt. 2) Grant is being used as matching funds to leverage other financial assistance beyond required sponsor match for lake planning grant.
- _____ 1 pt. 3) Letters of support from 2 or more eligible management units.
- _____ 1 pt. 4) This project continues or completes a previously started project. A phased project where other phases are specifically defined and scheduled.

Explanation:

H. The importance of the information obtained from a planning project to the state as identified in its resource management plans. (Check one that applies)

- _____ 2 pts. 1) Implementation of specific recommendations from the GMU/basin plan or County Land and Water Resources Management Plan.
- _____ 1 pt. 2) Project results will be used to amend these plans at the time of the next update.

Explanation:

I. Whether the project is a first time large-scale project for a lake.

- _____ 1 pt.

**Lake Protection Grants
Sample Resolution**

Resolution # _____

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

County of _____

WHEREAS _____ Lake is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS the protection of critical watershed areas and reasonable lake use activities are paramount in the protection of water quality and the natural ecosystem of the lake; and

WHEREAS we are qualified to carry out the responsibilities of this protection project

IT IS, THEREFORE, RESOLVED THAT:

_____ (*management unit*) _____ requests the funds and assistance available from the Wisconsin Department of Natural Resources under the "Lake Management Protection Grant Program: and

HEREBY AUTHORIZES _____ (*management unit's representative*) _____ to act on behalf of _____ (*management unit*) _____ to: submit an application to the State of Wisconsin for financial aid for lake protection purposes; sign documents; and take necessary action to undertake, direct, and complete an approved protection project.

BE IT FURTHER RESOLVED THAT _____ (*management unit's name*) _____ will comply with state rules for the program, may perform force account work, and will meet the financial obligations under the grant.

Adopted this day ____ of _____, 20__

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

BY: _____ Secretary/Clerk of
_____ (*management unit's name*) _____

Note: management unit is the eligible sponsor as defined in S. 281.68, Wisconsin Statutes – any county, city, town, village, town sanitary district, public inland lake protection and rehabilitation district, qualified lake association or nonprofit conservation organization, or other local governmental unit established for the purpose of lake management that chooses to apply for a lake planning grant.

The **management unit's representative** is the individual authorized to act on behalf of the grant applicant. The resolution should not pass on grant responsibility to another group or organization.

LAKE PROTECTION GRANT PRIORITIES 2003

For DNR ranking only. Informational use for applicants.

SPECIAL NOTE: *These are the lake protection grant program priorities established for the May 1, 2003 grant cycle. Priorities may be modified slightly prior to subsequent grant cycles. Always check with your regional lake coordinator or environmental grants specialist prior to submitting an application to see if priorities have been modified.*

All projects will be evaluated and ranked using one of five general ranking systems: 1) Land Acquisition Projects, 2) Wetland and Shoreline Habitat Restoration Projects, 3) Local Ordinance Development Projects (Lake-Specific Projects), 4) Lake Classification and Local Ordinance Development Projects (Regional Projects), and 5) Lake Management Plan Implementation Projects.

Land Acquisition Ranking Questions

(February, 2003)

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

A.1. Parcel's land management plan requires a land use change such as 1) the removal of existing impervious surface of at least ¼ acre or 2) conversion of at least ¼ acre of exposed soil (farmland, industrial site) to a vegetated condition.
2 pts. ____

A.2. Implementation of land management plan will reduce nutrient loading to the lake
1 pt. ____

(If A.1. scores A.2. will score too. However, if activity is less than standards in A.1. or nutrient reduction will be achieved by other means, score here. If parcel is undeveloped and will remain so, no score is possible)

A.3. Applicant can demonstrate by modeling that implementation of land management plan will reduce whole lake nutrient loading by 5%.
1 pt. ____

A.4. Project parcel is > 10 acres.
2 pts. ____

A.5. Project parcel drains directly to a lake.
2 pts. ____

A.6. The proposed site management plan calls for native/natural landscape management (no mowed or manicured landscaping) with no adverse or significant additions of impervious surfaces, or structures.
1 pt. ____

A.7. Project parcel is located on an Exceptional or Outstanding Resource Water.
1 pt. ____

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

B.1. Project acquires at least 200 frontage feet of a lake.
2 pts. ____

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

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

- C.1. The lake has more than the minimum, but less than the maximum public boating access as defined in s. NR 1.91(4) (5) or (6).
1 pt. ____
- C.2. The lake has significant other public access opportunities such as swimming beaches, park lands or public piers OR the parcel contains significant archeological, historical or cultural sites.
1 pt. ____

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

- D.1. The project is specifically recommended in a plan other than the sponsor's (i.e., in a basin plan, county land and water resource plan, local comprehensive plan)
1 pt. ____
- D.2. The project continues or completes a previously started project in a department-approved plan or previously approved project that includes related resource goals and objectives.
1 pt. ____
- D.3. The project has a written letter of commitment from a school, unit of government, civic group (scouts, church, etc.), adult education group or volunteer group to utilize the site for educational purposes at least 1 time a year.
1 pt. ____

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

- E.1. The project has the written support from one other eligible management unit, which clearly describes how this management unit will assist the sponsor's ability to implement a successful project.
1 pt. ____
- E.2. The project has the written support from additional management units, interest groups or organizations committing significant financial support (>5% total project costs).
2 pts. ____

OR

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.
2 pts. ____

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

- F.1. Applicant has submitted a completed appraisal with the grant application (appraisal does not need to be certified at time of grant deadline but should be submitted for certification).
2 pt. ____
- F.2. Applicant has submitted a signed offer to purchase with the grant application.
1 pt. ____

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

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

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

- H.1. The lake has not received a previous lake protection grant award in the last five years.
2 pts. ____

Wetland and Shoreline Habitat Restoration Ranking Questions
Projects include 10K wetland grants, 100K wetland grants and 100K shoreland grants
(February, 2003)

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

For **wetland restoration** projects:

- A.1. Wetland restoration is larger than 5 acres.
2 pts._____
- A.2. Project site has a direct hydraulic connected to the lake or the water quality benefits to a lake have been documented and approved by the Department.
2 pts._____
- A.3. Restores a farmed or converted wetland, hydrologic restoration i.e. ditch fills, tile disruption as opposed to vegetative restoration.
2 pts._____
- A.4. Buffers 20% of the contributing watershed area or will reduce pollutant loading to the lake by 10%.
4 pts._____

For **shoreland restoration** projects:

- A.5. Project will result in the restoration of 500 feet of contiguous shoreline on the lake.
2 pts._____
 - A.6. Restoration goes beyond minimum standards set in 191.24(3).
2 pts. _____
 - A.7. Restoration project will eliminate erosion that is currently impacting the lake from ice heave, surface water runoff, wave action or other sources.
2 pts._____
 - A.8. Restoration will reduce the impacts of a stormwater discharge such as drain tiles, drainage swales, stormwater outlets, or from impervious surfaces.
2 pts._____
 - A.9. Restorations include the removal of impervious surfaces such as riprap, seawalls, decks, and other structures.
2 pts._____
- OR**
- A.10. Project will provide technical assistance only and will encourage adherence to the minimum standards set in 191.24(3).
5 pts._____

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

For **wetland restoration**:

- B.1. 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).
2 pts._____

- B.2. Project will result in increase habitat for lake-dependent species.
2 pts._____
- B.3. Project will result in restoration of habitat types scarce to the lake watershed.
2 pts _____
- B.4. The project is adjacent to or will directly impact a waterbody that is classified as an Exceptional or Outstanding Resource Water.
2 pts._____
- B.5. Restoration sites will provide habitat to state or federal threatened or endangered species, or species of concern or is listed on or adjacent to a site on the state natural heritage database.
2 pts.____

For **shoreland restoration** projects:

- B.6. The lake is classified as an Exceptional or Outstanding Resource Water.
2 pts._____
 - B.7. Restoration sites will provide habitat to state or federal threatened or endangered species, or is listed on or adjacent to a site on the state natural heritage database.
2 pts._____
 - B.8. Project is adjacent to or within a DNR designated Sensitive Area or comparable habitat assessment study.
2 pts. _____
 - B.9. Project will remove documented infestations of exotic or nuisance invasives; for example, purple loosestrife.
2 pts._____
 - B.10. Project includes a component for aquatic restoration (below the OHWM).
2 pts.____
- OR**
- B.11. Project will provide technical assistance only and will encourage adherence to the minimum standards set in 191.24(3).
5 pts._____

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

- C.1. The lake has more than the minimum, but less than the maximum public boating access as defined in s. NR 1.91
1 pt._____
- C.2. The lake has significant other public access opportunities such as swimming beaches, park lands or public piers.
1 pt._____

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

- D.1. The project is specifically recommended in a plan other than the sponsor's (i.e., in a basin plan, county land and water resource plan, local comprehensive plan) or local shoreland ordinance exceeds state minimums for water quality and habitat functions.
1 pt._____
- D.2. This project continues or completes a previously started project in a department-approved plan or previously approved project that includes related resource goals and objectives.
1 pts._____

- D.3. The project test new or innovative restoration techniques.
1 pts._____

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

- E.1. The project has the written support from one other eligible management unit, which clearly describes how this management unit will assist the sponsor's ability to implement a successful project.
1 pt._____
- E.2. The project has the written support from additional management units, interest groups or organizations committing significant financial support (>5% total project costs)
1 pt._____

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

- F.1. Project proposal includes list of property owner(s) and address(es) that have agreed to participate in a restoration project.
2 pts._____
- F.2. Project has a public education component for lake residents and general public or will result in educational materials being developed.
1 pt._____

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

- G.1. Sponsor provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project).
2 pt._____
- G.2. Project proposal clearly describes project objectives, methods and implementation timeline.
1 pt._____

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

- H.1. The lake has not received a previous lake protection grant award in the last five years.
2 pts._____

Local Ordinance Development Ranking Questions
Use for Lake-Specific Projects
(February, 2003)

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

- A.1. The project includes an inventory and mapping of shorelands (land use-landcover) critical to water quality protection and will include:

Natural features (i.e. wetlands, woodlands, tributaries, etc.) that are important to maintaining lake water quality.

1 pt._____

Shoreland areas most susceptible to wind or boat generated erosion.

1 pt._____

Land uses and their potential for contributing to water quality problems.

1 pt._____

Location and information on on-site waste disposal (i.e.) septic systems or storm sewer outfalls.

1 pt. _____

- A.2. The project will specifically propose to develop regulations for:

Addressing water quality (i.e. stormwater management, building setbacks, impervious surface, fertilizer applications, etc.)

2 pt._____

Septic system inspections and maintenance;

2 pts._____

Creating restrictions for boating activity in shallow areas susceptible to sediment resuspension or adjacent to shorelines most susceptible to erosion;

2 pts._____

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

- B.1. The project includes an inventory and mapping of shorelands critical to ecosystem protection including:

Vegetation cover types.

1 pt._____

Scenic or unique shoreland features.

1 pt._____

Environmental corridors or specific fish and wildlife habitats.

2 pts._____

- B.2. Project will include an inventory, assessment and mapping of the lake's aquatic plants.

1 pt._____

B.3. The project specifically proposes to develop regulations to:

Protect aquatic plants other than through boating ordinance

1 pt. ____

Protect lake environmentally sensitive areas from use impacts (boating ordinances, lake zoning, etc.)

2 pts. ____

B.4. The lake is classified as an Exceptional or Outstanding Resource Water, or is listed on the Natural Area Heritage database.

2 pts. ____

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

C.1. The lake has more than the minimum, but less than the maximum public boating access as defined in s. NR 1.91

1 pt. ____

C.2. The lake has significant other public access opportunities such as swimming beaches, park lands or public piers.

1 pt. ____

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

D.1. The project is specifically recommended in a comprehensive plan consistent with ss. 66.1001 Stats.

1 pt. ____

D.2. The project is specifically recommended in a lake, watershed or resource management plan. (not comprehensive in D.1.).

1 pt. ____

D.3. The project will implement recommendations contained in a department- approved sensitive area survey that has been completed for the lake.

1 pt. ____

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

E.1. The project has the written support from one other eligible management unit, local interest group, civic organization or sportsman's club which clearly describes how this group will assist or commit to supporting the sponsor's to implement the project.

1 pt. ____

E.2. The project has the written support from one other management unit, or interest group committing significant financial support or in-kind support (> 5% of project costs or \$5,000).

1 pt. ____

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

F.1. A diverse study committee or advisory group of lake residents and users has been formed and recommended this project.

1 pt. _____

F.2. The project sponsors have met and discussed this proposal with the DNR local recreation safety warden.

2 pts. _____

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

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

2 pts. _____

G.2. Application has clearly stated objectives, methods and a timeline.

1 pt. _____

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

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

2 pts. _____

Lake Classification and Local Ordinance Development Ranking Questions
Use for Regional Projects
(February, 2003)

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

- A.1. The project result in the development or refinement of GIS-based inventory and mapping of land coverage critical to water quality protection:

Watershed boundaries; water bodies, wetlands, drainageways;

1 pt._____

Land contours and soil characteristics; specifically identifies slopes steeper than 12% and highly erodible soils.

1 pt._____

Existing and future land use.

1 pt._____

- A.2. The project will specifically propose to develop regulations for:

Post construction stormwater management or; construction site soil erosion and sediment control using DNR model ordinance.

1 pt._____

Stricter or enhanced shoreland buffer requirements or increasing building setbacks.

1 pt._____

Minimizing impervious surface or restricting development on slopes steeper than 12% or; eliminating unnecessary phosphorus fertilizer applications or other specific nutrient management ordinance.

1 pt._____

- A.3. Develops other nonregulatory programs that will specifically address water quality protection.

1 pts. _____

- A.4. The project specifically proposes to relate regulations to nutrient management objectives set for a lake of lakes. (Example: phosphorus or sediment export standards established through watershed modeling or requires development sites to calculate export coefficients and meet a specific target value) or; proposes a lake classification process as described in NR 191. 34(2).

3 pts._____

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

- B.1. The project will result in the development or refinement of GIS-based inventory and mapping of land coverage critical to ecosystem protection:

Vegetation cover types;

1 pt._____

Environmental corridors or specific fish and wildlife habitats;

2 pts._____

B.2. The project specifically proposes to develop regulations to:

Protect wetlands, woodlands, drainageways, environmental corridors through conservancy overlay districts or other development restrictions;

1pt. ____

Encourage compact, cluster or conservation developments or traditional neighborhood developments following UWEX model ordinances.

2 pt. ____

Restrict recreational activities from harming environmentally sensitive areas.

2 pt. ____

B.3. The project specifically proposes regulations or programs linked to a waters classification system based on the process described in NR 191.34(2).

2 pts. ____

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

C.1. The proposed project includes an assessment of, and recommends a strategy to achieve reasonable public boating access on lakes within the jurisdiction.

2 pts. ____

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

D.1. Consistency with Comprehensive Planning Act (ss. 66.1001 Stats.).

The project will result in the completion of the Agricultural, Natural and Cultural Resources element of a required comprehensive plan or the sponsor has adopted a comprehensive plan consistent with ss. 66.1001 Stats.

1 pt. ____

The sponsor has adopted a comprehensive plan consistent with ss. 66.1001 Stats. and the project is specifically recommended in that plan.

1 pts. ____

D.2. The project is recommended in a management plan other than the sponsor's comprehensive plan (i.e. other jurisdiction's comprehensive plan, county lake classification, land and water plan, etc.)

1 pt. ____

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

E.1. The project has the written support from 2 or more lake associations or lake districts (Can be county wide lake associations).

1 pt. ____

E.2. The project has the written support from additional management units, interest groups or organizations committing significant financial support (>5% total project costs)

1 pt. ____

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

F.1. The project's education and participation includes a participation component for:

Local elected and appointed officials, staff and decision-makers.

1 pt._____

Contractors and the development community.

1 pt._____

F2. A diverse study committee or advisory group of lake residents and users has been formed and recommended this project.

1 pt._____

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

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

2 pt._____

G.2. Project proposal clearly describes project objectives, methods and implementation timeline.

1 pt._____

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

H.1. The sponsor has not received a previous lake protection grant award under this subchapter in the last five years.

2 pts._____

Lake Management Plan Implementation Ranking Questions

(February, 2003)

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

- A1. Modeling or analysis demonstrates that the project will prevent, or reduce pollutant loadings by 5 to 19% of total load; **or** lead to the identification, quantification and compartmentalization of pollutant sources and a reduction strategy.
2 pts._____
- A.2. Modeling or analysis demonstrates that the project will significantly reduce pollutant loadings by >20% of total load; **or** will provide information critical to developing a restoration or protection strategy for the lake (i.e. sensitivity analysis or achievability analysis with resource appropriate modeling techniques).
2 pts._____
- A.3. Modeling or analysis demonstrates that the project will: (1) result in a significant lake water quality improvement (within 50% of established water quality goal) **or**; (2) be critical to maintaining a lake in a manner consistent with the water quality goal or standard determined for that lake **or**; (3) result in the development of lake water quality goals.
4 pts_____
- A.4. The lake is on the 303D Impaired waters list or is listed as ERW or ORW water.
2 pts._____

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

- B1. The project directly protects or enhances environmentally important areas and/or quality habitat (as identified in a sensitive area study or comparable habitat assessment study), **or** conducts a quantitative assessment of existing quality of aquatic or riparian habitats and develops a lake management plan (with habitat improvement goals) to protect or enhance these habitats.
4 pts._____
- B2. The project will benefit state or federal threatened or endangered species, or species of special concern or is listed on or adjacent to a site on the state natural heritage database.
3 pts._____
- B3. The project would provide for sustainable (3 years or longer) educational opportunities or test new or innovative lake management techniques.
3 pts._____

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

- C.1. The lake has more than the minimum, but less than the maximum public boating access as defined in s. NR 1.91(4), (5) or (6).
1 pt._____
- C.2. The lake has significant other public access opportunities such as swimming beaches, park lands or public piers.
1 pt._____

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

- D.1. The project is specifically recommended in a plan other than the sponsor's (i.e. in a basin plan, county land and water resource plan, local comprehensive plan)
1 pt._____
- D.2. This project continues or completes a previously started project in a department-approved plan, which includes related resource goals and objectives.
1 pt._____
- D.3. The project test new or innovative lake management techniques.
1 pt._____

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

- E.1. The project has the written support from one other eligible management unit, which clearly describes how this management unit will assist the sponsor's ability to implement a successful project.
1 pt._____
- E.2. The project has the written support from additional management units, interest groups or organizations committing significant financial support (>5% total project costs)
1 pt._____

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

- F.1. A diverse study committee or advisory group of lake residents and users has been formed and recommended this project.
1 pt._____
- F.2. The sponsor has initiated other projects that help support the success of the current proposal (enacting ordinances, education outreach programs) and has completed all previously funded projects.
1 pt._____
- F.3. The project includes a sustainable (3 years or longer) a public education plan including strategies and schedule for implementation.
1 pt._____

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

- G.1. Sponsor provides a project implementation plan, which clearly documents funding availability and capacity to complete a successful project (i.e. personnel, partnerships, technical expertise, and political and social support for the project).
2 pts. _____
- G.2. Project proposal clearly describes project objectives, methods and implementation timeline.
1 pt._____

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

- H.1. The lake has not received a previous lake protection grant award in the last five years.
2 pts._____

Environmental Hazards Assessment - Form 1800-001

Informational Item
**Choosing a Consulting Engineering Firm
Using Qualification Based Selection (QBS)**

QBS is a step-by-step process for choosing a consulting engineer developed by the Wisconsin Association of Consulting Engineers (WACE). Following is a general outline of the QBS process from WACE's Public Owner's Workbook. See the box below for further information.

A. PROJECT DEFINITION

1. Define the preliminary scope of work – a one page description of your project's needs.
2. Establish a time frame and set a schedule for your consultant selection process.
3. Invite consultants to submit their Statements of Qualifications based on your preliminary scope of work, requirements, and timeline.

B. REVIEW

1. Evaluate and rank the Statements of Qualifications to develop a short list of 3-5 firms for further consideration.
2. Notify firms you did not select for further consideration; notify firms from the short list of the subsequent interview process.
3. Call references of short-listed firms.

C. SELECTION

1. Provide a tour of the facility or site.
2. Interview the firms on the short list.
3. Rank the interviewed firms and select the most qualified.
4. Develop a scope of services, compensation, and an agreement with your selected firm.

The Wisconsin Association of Consulting Engineers offers a workbook, the services of a QBS facilitator, and other guidance at no charge to the public owner. For more information, call or write:

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