SCOPE OF WORK TEMPLATE & INSTRUCTIONS

**Instructions:** When a county does not wish to designate an agent and wishes to receive their own allocation, this scope of work template is used in conjunction with the application to apply for a Lake Monitoring & Protection Network (LMPN) grant. Please delete this instruction page before submitting a signed final version of this document.

This sample scope of work template can be used during discussions between the County and DNR staff when determining the core tasks that will be completed as part of the network. Please send questions about this process to [DNRSurfaceWaterGrants@wisconsin.gov](mailto:DNRSurfaceWaterGrants@wisconsin.gov).

Based on the available funding and the ability to complete the core services in this document, the numbers of trainings or events that are held per year should also be altered throughout the agreement. We understand the extent of the work completed may be dependent on the amount of funding provided and the scope of work can be altered accordingly. Throughout the document, you will need to replace the text for [county name] and [##] with appropriate text. You are also able to add or remove core services and related items as needed. For example, you may add that you will follow a county or regional AIS strategic plan or remove a core service that is already covered by another individual in the county.

The most recent list of county allocations can be found on the Surface Water grants website ([link to county allocations PDF](https://dnr.wi.gov/Aid/documents/SurfaceWater/LMPNCountyAllocations.pdf)). The budget for the grant will be captured in Section 4 of the grant application.

Once the scope of work is finalized and signed by the County, it can be submitted with a corresponding application and an authorizing resolution to [DNRSurfaceWaterGrants@wisconsin.gov](mailto:DNRSurfaceWaterGrants@wisconsin.gov).

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Scope of Work for

[County name]

Calendar Year (20XX)

**Term of Agreement**: January 1, 20XX – December 31, 20XX

1. General Purpose

This scope of work documents the manner in which [county name] County will provide core Aquatic Invasive Species (“AIS”) Prevention and Citizen Lake Monitoring Network (“CLMN”) services in [county name] County during the Term of Agreement referenced above.

1. Goal of [county name] County

To improve surface water quality through the detection, prevention, and control of AIS and monitoring of lake water quality conditions.

C. Duties of the County

In cooperation with the Wisconsin Department of Natural Resources (DNR), [county name] County agrees to continue to implement an AIS Prevention and Outreach Program throughout [county name] County. [county name] County will perform the following:

1. Provide local support and assistance in implementation of statewide communication and education priorities to ensure consistent AIS messaging.
   1. Work with DNR and UW Madison, Division of Extension in implementation of the Wisconsin Statewide Aquatic Invasive Species Strategic Plan.
   2. Collaborate with DNR on delivery of consistent project communication, outreach, and educational programming.
   3. Participate in and coordinate local partner involvement in statewide AIS initiatives including
      1. Landing Blitz
      2. Drain Campaign
      3. Waterfowl Hunter Outreach
      4. Other campaigns as directed by the DNR to AIS stakeholders in the county. This includes providing media tools, resources, and messaging prompts to partners.
   4. Coordinate with DNR staff and other local partners within the county to share AIS prevention and education efforts.
   5. Meet with cooperative invasive species management areas (CISMAs), to assist with AIS education, monitoring, and response efforts.
   6. Assist AIS grant recipients with AIS education and outreach tools to ensure consistent messaging as grants are awarded.
   7. Participate in DNR training on AIS Response Framework, including verification of AIS.
   8. Assist the DNR, UW Madison, Division of Extension, UW-Sea Grant, and other partners in identifying audiences and knowledge gaps in AIS prevention, awareness, and compliance.
   9. Attend annual DNR AIS and UW Lakes Partnership events and training sessions including, but not limited to:
      1. Meetings
         1. AIS Partnership meetings
         2. UW Lakes Partnership monthly meetings
      2. Aquatic Invasive Species training sessions
         1. Clean Boats, Clean Waters (CBCW) trainings, if applicable
         2. CLMN trainings, if applicable
         3. Purple Loosestrife Biocontrol trainings, if applicable
         4. AIS Response Framework trainings
   10. Serve as media contact for the county for all DNR campaigns.
2. Coordinate the CLMN Program water chemistry, water quality, and/or AIS components for CLMN volunteers:

In this section work with local DNR CLMN Coordinator to fill out.

DNR CLMN Coordinator who approved the activities: (please name DNR CLMN Coordinator here)

* 1. Conduct training for CLMN volunteers:
     1. Water chemistry
        1. Counties (please list):
     2. Water quality
        1. Counties (please list):
     3. AIS Monitoring using CLMN protocols
        1. Counties (please list):
     4. Use of monitoring equipment
        1. Counties (please list):
        2. Equipment to be trained on (please list):
  2. Manage and distribute lake monitoring equipment to CLMN volunteers
     1. Water chemistry
        1. Counties: (please list)
        2. Equipment to be distributed: (please list)
     2. Water quality
        1. Counties: (please list)
        2. Equipment to be distributed: (please list)
  3. Perform at least [##] field checks on CLMN monitors and conduct quality assurance checks on data entered into the DNR Surface Water Integrated Monitoring System (SWIMS) by citizen monitors at the end of monitoring year.
     1. Counties: (please list)
  4. Provide email/phone support to answer questions and be point of contact to CLMN volunteers.
     1. Water chemistry
        1. Counties (please list):
     2. Water quality
        1. Counties (please list):
     3. AIS Monitoring
        1. Counties (please list):
  5. Assist with SWIMS data entry, as needed to CLMN volunteers.
     1. Water chemistry
        1. Counties (please list):
     2. Water quality
        1. Counties (please list):
     3. AIS Monitoring
        1. Counties (please list):

1. Collect and report other physical data on lakes and lake ecosystems, including data on water levels and lake ice extent and duration as requested by DNR.
2. Coordinate, train citizens/volunteers, and participate in early detection and response monitoring using DNR approved monitoring protocols for AIS in the county:
   1. Snapshot Day: Serve as local coordinator of the annual AIS Snapshot Day by recruiting and training volunteers how to monitor. Host [##] training sites.
   2. Project Red: Conduct at least [##] Project Riverine Early Detection (Project RED) training workshop for volunteers.
   3. Early Detection Monitoring:
      1. Monitor (XX) lakes/streams/wetlands for AIS using department approved protocols (Early Detection or CLMN AIS Monitoring Protocols).
      2. Train citizens and volunteers to monitor for AIS using department approved protocols (Early Detection or CLMN AIS Monitoring Protocols).
   4. Response Monitoring: Work together with regional DNR AIS Coordinator to provide AIS response monitoring based on reports of AIS findings or repeated instances of AIS.
3. Participate in and coordinate local partner involvement in implementation of the [Wisconsin Aquatic Invasive Species Management Plan](https://dnr.wi.gov/water/wsSWIMSDocument.ashx?documentSeqNo=199335111)’s Pathways approach.
   1. Organisms in Trade Pathway
      1. Support Habitattitude program.
         1. Attend Habitattitude pet surrender events in service area, if applicable.
         2. Promote nearby Habitattitude pet surrender events both in and around service area, if applicable.
         3. Incorporate Habitattitude outreach and education at events/meetings/etc.
      2. Assist with other OIT monitoring which could include pet store monitoring as needed by the DNR, US Fish and Wildlife Service, UW Sea Grant, Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), etc.
   2. Recreational Activities and Service Providers Pathway
      1. Send annual outreach mailing to all dock service providers in the county following mailing instructions found in LMPN Toolbox.
   3. Non-Recreational Fishing and Aquaculture Pathway
      1. Contact at least [##] bait shops as part of the statewide Bait Shop Initiative and provide AIS outreach message and materials.
4. Coordinate the Clean Boats, Clean Waters (CBCW) watercraft inspection program in [county name] County:
   1. Seek volunteers to staff boat launches and educate boaters about AIS and prevention steps.
   2. Organize and coordinate at least [##] CBCW trainings to train volunteers and/or paid staff on methods to conduct boat inspections and educate boaters about the AIS prevention steps.
   3. Work with partners to apply for CBCW grants to fund additional inspectors.
5. Coordinate the implementation of the Purple Loosestrife Biocontrol Program in [county name] County:
   1. Support and expand the existing network of purple loosestrife biocontrol partners.
   2. Plan and conduct at least 1 training workshop for purple loosestrife biocontrol partners per county.
   3. Help identify insectaries, coordinate or participate in the collection and distribution of purple loosestrife biocontrol organisms to all interested partners, and target the release of organisms, where needed, in [county name] County.
   4. Work with DNR and UW Madison, Division of Extension to report infestations and track biocontrol releases in the SWIMS database.
6. Coordinate checks on DNR AIS signage at lake/river public access sites within [county name] County:
   1. Conduct inspections of at least [##] public access sites to verify DNR AIS signage is in place and in good condition.
   2. Use DNR-approved forms to report signage inspections and enter data in SWIMS.
   3. Maintain digital photographs of AIS signs that have been inspected and upload them to the County’s AIS Signage Project in SWIMS.
   4. Install DNR AIS signage, as needed, and per installation protocol.
7. Provide AIS outreach and education to local partners and AIS stakeholders:
   1. Conduct AIS outreach and education at local schools, events, meetings, etc.:
      1. Including, but not limited to, large public festivals, farmers markets, presentations to local school children (when requested), fishing tournaments, and stakeholder meetings (e.g., Conservation clubs, boating clubs, angling clubs, etc.).
      2. AIS outreach and education will be held minimally at [##] events/meetings/tournaments/etc.
   2. Network with AIS stakeholders and partners at local events and meetings.
   3. Share, on average, 2 AIS related posts per month via social media to increase AIS awareness and reinforce prevention messaging.
   4. Write [##] electronic newsletter(s) to provide AIS information and updates on Coordinator activities/outreach to partners:
      1. Each newsletter will have, on average, [##] AIS-related articles.
      2. Articles from newsletter will be shared through relevant social media.
      3. Share relevant AIS articles with new and previously established partners for use in their newsletters.
      4. Submit newsletter to county partners and DNR contact.
8. Provide technical assistance to a grantee or grant applicant for AIS Prevention.
9. Provide assistance to a grantee or grant applicant for Early Detection & Response grant projects.
   1. Upon discovery of a new Prohibited or locally significant NR40 population, work with Regional DNR AIS Coordinator to apply for an AIS Early Detection & Response grant, as appropriate.
   2. Apply for AIS Early Detection & Response grants as a sponsor, if applicable.
10. Facilitate entry of all data into SWIMS:
    1. Train partners how to enter AIS information into SWIMS, including for CBCW, CLMN, Purple Loosestrife Biocontrol, etc.
    2. Ensure data entry into SWIMS is completed per annual reporting requirements that may include CBCW, CLMN, Purple Loosestrife Biocontrol, Snapshot Day, AIS Signage monitoring, and any incidental AIS findings by end of grant period.
11. Adhere to decontamination and disinfection protocols required by the DNR for controlling, transporting, and disposing of aquatic plants and animals, and moving water. This includes requirements under s. 30.07, Wis. Stats., and ss. NR 19.055 and NR 40.07, Wis. Adm. Code, as well as compliance with the most recent DNR approved ‘Boat, Gear, and Equipment Decontamination and Disinfection Protocol’.
12. Retain, for a period of six years after the end date of this agreement, all project records, including proofs of payment and proofs of purchase, showing events/tasks undertaken as part of this agreement.
    1. This shall include:
       1. Training sessions attended.
       2. Training sessions held and name of participants attending.
       3. Meetings with stakeholders and/or partner groups.
       4. AIS outreach activities.
       5. Media contacts.
    2. Participate in meetings with DNR to discuss agreement accomplishments and financial status.
13. Submit [##] progress reports and a final report to DNR.
    1. Before finalizing the progress and final report, send a copy to the DNR contact on the grant for approval.
    2. Once approved by the DNR contact, progress reports and final reports will be uploaded to SWIMS by the County.
14. Submit final reimbursement request to DNR on form provided by DNR no later than 60 days after the end of this agreement.

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| FOR [county name] County  By:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature    Title    Date Signed |  |