

River Protection Grant  
Program :

River Planning Grants and  
River Management Grants

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# Guidelines and Application



Application Deadline

May 1st



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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 river coordinator or environmental grant specialist often about your project goals.

Before rushing out and applying for a grant, spend some time discussing needs, goals and expectations with the whole river segment community. Invite the regional DNR river coordinator, an extension basin educator, a county extension resource agent or a representative of the Wisconsin River Alliance to come talk to your group, facilitate a goal-setting session, or provide other technical assistance. A little pre-planning will pay dividends down the road.

**Start small** and don't overestimate what you can do. Consider using doing a small project for your first grant to organize, hold public forums, gather opinions and existing data, distribute information, build consensus and set long-term goals. 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. Refer to this web page when selecting a contractor:

<http://www.wisconsinlakes.org/LakeGroups/PDFs/ChooseContractorGuide.pdf>

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 another entity by a resolution or by any other means. To be eligible for reimbursement, all payments for the grant project must be made by the sponsor indicated on the grant agreement.
- Your DNR regional river coordinator must approve all changes in project scope and other amendments to your grant contract. Your regional river 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 by the project end date. If you need an extension to this date, contact your regional river coordinator.

- 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 river-related topics. Before developing your own publication, check with your river coordinator to see if a publication already exists that can be used or modified.
- You can save money in your **ordinance development projects** by using models. Contact your regional river coordinator or water management specialist for copies of examples.
- **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.

## Rivers Contacts

### ***DNR Contacts***

For assistance with specific or science-related aspects of your project, contact the River Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. For assistance with land acquisition or conservation easement projects, contact the Community Service Specialist or Environmental Grant Specialist in your area.

<b>NER Northeast Region: 2984 Shawano Avenue, Green Bay WI 54313-6727</b>		
<b>Counties: Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Oconto, Outagamie, Waushara, and Winnebago.</b>		
Mary Gansberg River Coordinator Phone: (920) 662-5489 Fax: (920) 662-5498	Sue Kocken Environmental Grant Specialist Phone: (920) 662-5487 Fax: (920) 662-5418	
<b>NOR Northern Region (Rhineland): 107 Sutliff Avenue, Rhineland, WI 54501</b>		
<b>Counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor and Vilas</b>		
Jim Kreitlow River Coordinator Phone: (715) 365-8947 Fax: (715) 365-8932	Jane Malischke (Spooners) Environmental Grant Specialist Phone: (715) 635-4062 Fax: (715) 635-4105	
<b>NOR Northern Region (Spooners): 810 West Maple Street, Spooner, WI 54801</b>		
<b>Counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer and Washburn</b>		
Pam Toshner River Coordinator Phone: (715) 635-4073 Fax: (715) 635-4013	Jane Malischke (Spooners) Environmental Grant Specialist Phone: (715) 635-4062 Fax: (715) 635-4105	
<b>SCR South Central Region: 3911 Fish Hatchery Road, Fitchburg, WI 53711</b>		
<b>Counties: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock and Sauk.</b>		
Bob Hansis River Coordinator Phone: (608) 275-3304 Fax: (608) 275-3338	Eileen Trainor Environmental Grant Specialist Phone: (608) 275-7760 Fax: (608) 275-3338	Stefanie Brouwer Community Service Specialist Phone: (608) 275-3218 Fax: (608) 275-3338
<b>SER Southeast Region: 2300 North Dr. Martin Luther King, Jr., Dr., PO Box 12436, Milwaukee, WI 53212 and Plymouth Service Center, 1155 Pilgrim Road, PO Box 408, Plymouth, WI 53703</b>		
<b>Counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha</b>		
John Masterson (Plymouth) River Coordinator Phone: (920) 892-8756 x3055 Fax: (920) 892-6638	Sandy Manthei (Milwaukee) Environmental Grant Specialist Phone: (414) 263-8569 Fax: (414) 263-8661	
<b>WCR West Central Region: 1300 West Clairemont Avenue, Eau Claire, WI 54701; PO Box 4001 54702-4001</b>		
<b>Counties: Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon and Wood.</b>		
Kenneth Schreiber River Coordinator Phone: (715) 839-3798 Fax: (715) 839-6076	Bruce Neeb Environmental Grant Specialist Phone: (715) 839-3713 Fax: (715) 839-6076	

## ***Other Contacts***

For help with project ideas and grant proposals, please contact:

### ***River Alliance of Wisconsin***

Allison Werner, Local Groups Assistance Program – [awerner@wisconsinrivers.org](mailto:awerner@wisconsinrivers.org)

Phone: 608-257-2424

Web: [www.wisconsinrivers.org](http://www.wisconsinrivers.org)

### ***Gathering Waters Conservancy***

211 S. Paterson St., Ste. 180

Madison, WI 53703

PH: 608-251-9131

Web page: <http://www.gatheringwaters.org/>

### ***Environmental Task Force Program***

College of Natural Resources

Room 200

Stevens Point, WI 54481

PH: 715-346-3209

Contact: Nancy Turyk

[nturyk@UWSP.edu](mailto:nturyk@UWSP.edu)

For information on registering nonprofit corporations/organizations, see Commerce web page:

<http://www.commerce.state.wi.us/MT/MT-FAX-0966.html>

For searching for information on non-stock organizations, see Wisconsin Department of Financial Institutions (WDFI) web page:

<http://www.wdfi.org/corporations/crispix/> Corporate Registration Information System (CRIS) record search

**Introduction** The purpose of the River Protection Grant Program is to assist local organizations and local units of government in protecting or improving rivers and natural river ecosystems. Cost sharing grant assistance is available for activities that will help to provide information on riverine ecosystems, improve river system assessment and planning, increase local understanding of the causes of river problems, and assist in implementing management activities that protect or restore river ecosystems.

This grant program is also intended to provide assistance in the formation of river management organizations and provide support and guidance to local organizations that are interested in helping to manage and protect rivers, particularly where resources and organization capabilities may be limited. In a broader context, the intention is to foster and support partnerships between the Department of Natural Resources, nonprofit groups, university and extension service systems, and local units of government. Ultimately, such partnerships should enhance local stewardship of rivers in order to protect against riverine pollution and degradation.

With these goals in mind, the program provides assistance to a variety of project sponsors to undertake their chosen river protection projects. A wide array of activities are eligible for grant assistance, ranging from information gathering to land acquisition and management. The possibilities are explained in greater detail later in this booklet. The grants are given to support new projects, not subsidize current, ongoing operations or replace existing funds; all projects will be evaluated under this premise.

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.

Before you start filling out an application you should talk with a DNR river coordinator. Be sure to read "Keys to a Successful Project" located earlier in this guide, as well as the information that follows below.

***River Protection Planning Grants*** River planning grants up to \$10,000 are available for organizational development projects that assist in the formation of a qualified river management organization or strengthen the capacity of an existing organization to protect or improve rivers and natural river ecosystems, for river improvement education projects, and for river-related assessments and plan development.

***River Protection Management Grants*** River management grants up to \$50,000 are available for purposes that include purchase of land or a conservation easement, local ordinance development, installation of nonpoint source pollution control practices and river restoration activities. Management grant funds may also be used for education, planning and design activities necessary for completion of a management project.

**What's New !! Land Acquisition**

DNR grant funding can only be used for the purchase of land from a willing seller. Such grants for land acquisitions are exempt from the need for an Agricultural Impact Statement (see Ineligible Costs in the Land Acquisition Section, Page 15).

Continuing this year, New Policies and Procedures for Land Acquisitions include: Revised Appraisal Guidelines, the requirement for Gap Insurance, and Title Insurance and Certified Deed requirements. Please refer to: [http://www.dnr.state.wi.us/org/caer/cfa/Grants/Forms/NewPolicies\\_Procltr\\_lakes.pdf](http://www.dnr.state.wi.us/org/caer/cfa/Grants/Forms/NewPolicies_Procltr_lakes.pdf) for more information.

**Multiple Applications**

Both statute and code are clear in stating that a planning project is limited to \$10,000 and a management project to \$50,000. The code is silent on the issue of a sponsor submitting multiple project applications in the same year. According to legal experts, it is the Department's obligation to give meaning in practice to the intent expressed in the words of the statute and code. The Department must review project applications and determine if a submittal constitutes a unique project in its own right or whether it more accurately is described as a segment of a larger project. Potential applicants are encouraged to submit multiple applications in the same year if the purpose and goals of each project are clearly unique.

**Top 10 Reasons Payment Requests are Denied, Reduced, or Questioned**

Avoid these 10 most common mistakes, and you will avoid problems in receiving your payments.

10. Submitted the final report and final payment request more than 6 months after the grant end date.
9. Claimed the same cost twice.
8. Did not reduce the amount requested by the amount of the advance payment received.
7. Asked to be reimbursed for costs that were not spent out-of-pocket. Donated costs can count as the 25% match, but you can never receive grant payments for costs that you did not actually pay out.
6. Did not list enough costs (donated costs and out-of-pocket costs) to earn the full grant amount. For example, to earn a \$10,000 grant you must list \$13,334 of eligible, documented project costs - \$13,334 x 75% = \$10,000). Also, at least \$10,000 dollars of the listed costs must be out-of-pocket costs as explained below.
5. Incurred costs before the grant period began or after it ended.
4. Inadequate documentation of volunteer labor.
3. Didn't submit a final project report, or the final project report has not been approved by the DNR rivers coordinator.
2. Missing a photocopy of a canceled check (it does not count if the photocopy is of a check before it cleared the bank).
1. Missing a photocopy of an invoice.

If you have any questions about how these requirements apply to your specific project, contact your DNR Environmental Grant Specialist.

## 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** The State will provide 75% of river protection project costs up to the maximums stated on the pages describing each grant 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 Rivers** For purposes of this program, a river is any natural flowing, navigable water body within the boundaries of, or bordering, Wisconsin. Rivers include streams, creeks and flowages.

Rivers eligible for grants include any natural river or river segment that is recommended for protection in a management plan produced by a federal, state or local resource management agency.

### **Eligible Applicants**

- Counties, towns, villages and cities
- Tribal units of government
- Other local governmental units as defined in s.. 66.0131, Wis. Stats.
- Qualified river management organizations (see below)
- Qualified nonprofit conservation organizations (see below)

**Qualified river management organizations:** To be eligible, a river management organization must be a nonprofit organization under ch. 181, Wis. Stats. The organization must specify in its articles of incorporation or bylaws that a substantial purpose of its being incorporated is to support the protection or improvement of one or more rivers for the benefit of the general public, or demonstrate that the substantial purpose of its recent past actions was to support the protection or improvement of one or more rivers for the benefit of the general public. In addition, the organization must not limit membership or deny the right of any member or any class of members to vote and must require payment of an annual membership fee of no more than \$50. The organization must submit evidence of incorporation under ch. 181 and the group's by-laws and articles of incorporation to the regional river coordinator or environmental grant specialist before or accompanying the grant application.

**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. An 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 river protection grant application must include a current authorizing resolution adopted by the applicant’s governing body (In cases when the project is a municipal sponsor, must be passed by the municipal board). 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

Please see the sample resolution in the appendix.

**Applicant Responsibility**

The financial responsibility for a grant can’t be passed to another entity by a resolution or any other means. To be eligible for grant cost share, payment of all eligible grant 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 for fulfilling 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**

At the time of submitting a grant application for the project the sponsor must be able to demonstrate financial stability and the ability to raise matching funds.

**Applicant Land Management Capability**

If the sponsor is applying for a river management land acquisition grant, 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 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 part (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 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 non-professional labor will be equivalent to the federal minimum wage.
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.

**Note:** The Wisconsin Conservation Corps (WCC) can provide your agency or organization the opportunity to have your labor for certain river management projects completed at no cost, in a quality manner and provide a quality experience for young adults in your area. The WCC is a state agency dedicated to providing a meaningful and diverse job training experience to young adults, age 18-25, in conservation and community development projects to enhance their future career opportunities. For more information about WCC or to find out if one of their 55 crews is in your area, you may call 608-266-7730, and talk to someone on the Projects Team

**Donated property as part of local share:** For land acquisition projects, the Department may consider up to 75% of the value of donated property, as determined by appraisal, as part of the local share subject to certain conditions. The appraisal prepared for the donated property is subject to department review and approval. The grant may not exceed the actual cash outlay from the sponsor.

***Water Regulatory Permits***

All necessary water regulatory permits should be applied for and/or there should be some indication that the project will meet permitting standards at the time a grant application is submitted.

***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 review and rate eligible projects based on application materials and site visits according to how well they meet the program criteria established by law and administrative code. (See the rating and ranking questions for each grant 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.

Regional river 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. 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 specialist within 30 days.

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

**Reimbursement Grant Program**

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 75% of your grant amount. You may also be able to request partial reimbursement payments during the project. Payment will be made only to the contracted grantee. A description of payment options specific to each grant type is found in the green and blue 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 how to request reimbursement of project expenditures after completion of your project. In general, your accounting for project costs must be in conformance with generally accepted accounting practices, you must maintain good records and documentation, and all of your financial records are subject to audit and must be kept and made available for inspection for 3 years after final grant payment.

**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 river protection projects. The DNR regional river coordinator must approve your final report before you may receive your final reimbursement payment. If a consultant writes the final report, be sure the regional river coordinator has approved the report before you make the final payment to the consultant. Periodic progress reports may be required for multi-year projects.

**Water Quality Lab Work**

A lab that has received approval from the department must perform all water quality laboratory work. 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 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.

## River Planning Grants

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

River protection planning grants provide state cost sharing assistance to eligible sponsors for the collection, assessment and dissemination of information on riverine ecosystems, to assist in developing organizations to help manage rivers, to assist the public in understanding riverine ecosystems and to create management plans for the long term protection and improvement of riverine ecosystems.

**NR 195.01 Purpose** The final sentence of NR 195.01 Purpose reads, “This grant program is also intended to provide assistance in the formation of river management organizations and provide support and guidance to local organizations who are interested in helping to manage and protect rivers, particularly where resources and organizational capabilities may be limited.” The last portion of the sentence that reads, “particularly where resources and organizational capabilities may be limited,” is interpreted to refer generally to large geographic areas of the state where on average a limited number of river management organizations exist and/or where a limited amount of River Protection Grant funding has been historically distributed to increase capabilities. Information on the approximate number of river management organizations throughout the state is available from the River Alliance of Wisconsin. Information on previous use of River Protection Grant funding is available through the Department of Natural Resources.

**Eligible Projects** Activities eligible for funding under this section include:

1. Organizational development projects which provide programs and materials to assist persons in forming a qualified river management organization or strengthen the capacity of an existing organization to protect or improve rivers and natural river ecosystems. Such activities include:
  - Training, education, or facilitated planning programs and workshops
  - Development, printing and dissemination of information, surveys, educational materials and brochures to describe the group and its purposes and to attract membership
  - Activities that are designed to develop partnerships or achieve organizational objectives to protect a river ecosystem
  - Activities necessary to assist groups in meeting the conditions of a qualified river management organization.
2. Education projects that include the development and dissemination of materials and programs or other activities that increase the public awareness relating to protecting or improving the ways in which rivers are used, the quality of water in rivers, the quality of natural riverine ecosystems or the populations of fish and aquatic life and their habitat in rivers.
3. Assessments and plan development that may include but are not limited to:
  - Acquisition of new or updated information on the water quality, water quantity, fish, wildlife and other biological or environmental information about a river or its ecosystem and the assessment of this information

- Descriptions and mapping of existing and potential land and water resource conditions, activities and uses within a riverine ecosystem that may affect its quality and the assessment of this information
- Review, evaluation or development of ordinances and other local regulations related to control of pollution sources, recreational use, or other human activities that may impact fish and wildlife habitat, natural beauty or other components of the riverine ecosystem.
- Acquisition of sociological information such as census data and assessments of river use information that is necessary to the development of a long-term river management plan
- The analysis, evaluation, reporting and dissemination of information obtained as part of the planning project
- The development of alternative management strategies, plans, and specific project designs necessary to identify appropriate river protection projects

***Ineligible Projects*** Activities not eligible for funding under a river planning grant include any capital improvement project.

***Application Deadlines*** The application deadline is May 1<sup>st</sup> of each year. The application is to be submitted to the regional river coordinator.

***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.

***Organizational Assessments*** The grant ranking criteria has incorporated proposals to conduct organizational assessments, as well as completed organizational assessments, into the point structure.

A “formal organizational assessment” is a process that provides a detailed analysis of an organization’s operations and assists in identifying areas in need of improvement. Assessments typically include the use of tools such as surveys, interviews or focus groups to gather information from an organization’s Board, staff and volunteers to help them assess organizational strengths and prioritize areas in need of improvement. An assessment should include an action plan for addressing the prioritized areas of concern.

Organizational assessments for nonprofit citizen groups typically cover areas including Strategic Planning, Board Development, Fundraising, Staffing, and Strategic Alliances. Such assessments may be provided by private consultants or individuals experienced in working with citizen organizations, University of Wisconsin-Extension staff, River Alliance of Wisconsin staff, and others.

## River Management Grants

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

River protection management grants provide state cost sharing assistance to eligible sponsors for implementing a specific activity or set of activities, other than planning activities, to protect or improve a river ecosystem.

**Eligible Projects** Activities eligible for funding under this section include:

1. The purchase of land or of a conservation easement subject to certain requirements
2. Development of local regulations or ordinances that will protect or improve the water quality of a river or its natural ecosystem
3. Installation of practices to control nonpoint sources of pollution
4. River restoration projects including restoration of in-stream or shoreland habitat
5. An activity that is approved by the department and that is needed to implement a recommendation made as a result of a plan to protect or improve the water quality of a river or its natural ecosystem
6. Education, planning and design activities necessary for the implementation of a management project.

See the pages that follow for additional information on selected river management grant activities.

**Ineligible Projects** Activities not eligible for funding under a river management grant include:

- Dam repair and operation
- Purchase of property on which a dam is located unless for the purpose of facilitating dam removal
- Dredging
- Design, installation, operation or maintenance of sanitary sewers, treatment plants or onsite sewerage systems

**Application Deadlines** The application deadline is May 1<sup>st</sup> of each year. The application is to be submitted to the regional river coordinator.

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

**Payment Options** Grant advances are not allowed for a river management grant. Grantees may be reimbursed after the project has been completed and the final report and documentation of costs have been submitted to the department and approved. It is possible to submit a partial reimbursement payment request accompanied by a progress report during the project.

***Additional Information on  
Selected Management  
Grant Activities***

***Ordinance Development  
Project***

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:

- Description of the problem that has resulted in the need for an ordinance
- Description of past attempts to address the problem
- Explanation of how the regulation or ordinance will protect or improve river water quality or the natural ecosystem of the river
- Explanation of how the proposed ordinance development complements other river management efforts
- Description of the level of support for the project from other affected management units
- Identification of other groups or management units that will be involved, describe their roles and level of financial support
- Description of 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:

- Inventory of applicable existing ordinances pertaining to the river(s) in question.
- Definition and extent of the local jurisdictions enforcing existing ordinances.
- Description of the resources (staff, budget, and 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.



## **Land Acquisition**

Land acquisition projects are reviewed and processed by DNR regional environmental grant specialists (instead of the regional river coordinators who handle the other types of river protection grant projects.) A list of regional environmental grant 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 grant specialist. NOTE: Your application will not be considered complete unless it includes an appraisal that establishes the value of real property proposed for acquisition. Additionally, DNR approval of your submitted appraisal is required before grant contracts can be issued.

### **Enhanced Appraisal Review Process**

Prior to submitting a grant application for an acquisition project, project sponsors are **required** to meet in person with their regional environmental grants specialist (see DNR Contacts) and the regional real estate staff member responsible for appraisal reviews to discuss grant requirements and DNR appraisal review procedures and requirements. Your application **will not be considered complete** without proof that this required meeting has occurred prior to submittal. Following the meeting, the regional real estate staff member will submit proof that the meeting occurred to your regional environmental grants specialist.

### **Eligible Land Acquisitions and Conservation Easements Eligible Costs**

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

Eligible acquisition costs include:

- The fair market value of the property as determined by Department-approved appraisals
- Reasonable costs related to the purchase of property including the cost of appraisals
- Land survey fees
- Relocation payments
- Land stabilization
- Title insurance
- Recording fees
- Environmental inspections and audits
- Attorney's closing fees
- Building demolition may be an eligible cost based on the degree to which the demolition contributes to river 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
- Land acquired through condemnation; land where landowners were not treated fairly and negotiations were not conducted on a willing buyer-willing seller basis
- Environmental clean-up costs
- Brokerage fees paid by the buyer
- Real estate transfer taxes
- 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.

**River Protection Land Acquisition Conditions**

When a sponsor/grantee signs a grant and/or management contract accepting river management grant funds, it assumes responsibility for complying with program requirements. These requirements are spelled out in the grant contract and in Chapter 195 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. The appraisal must be submitted with the application. The DNR must approve your appraisal before it can issue a grant contract for applicants that score well enough to be ranked. Contact the DNR environmental grant specialist for a copy of these. (See environmental grant specialist contacts listed in front of this guide.)

**Grant Contract Requirement**

Any grant award which involves the purchase of property will be subject to a grant contract prior to receiving payment for land purchase. The grant contract is a contract between the grantee and the department detailing 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.
- 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 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 or grant contract, interest in or title to the acquired property shall vest in the state, without necessity of re-entry.

**Retroactivity**

*When acquisition is necessary before approved grant contract.*

Grants may not be made to applicants for property acquired prior to the sponsor receiving an approved grant contract without prior written approval from the department.

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 complete the application process 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 60 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 management plan that describes the site, how it protects the river 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, but perhaps even more importantly, it 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 River 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 river and any streams or wetlands is required on all plans.
  - 5. Specify and attach any third party management agreements.
  - 6. Other documents or previously prepared management plans. Include as attachments.
  - 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 address:
  - 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.)

If roads, piers or grading are contemplated then a topographic survey and specific locations and design cross-sections are required.

***Relocation Plans***

Governmental sponsors must prepare relocation plans in accordance with Wisconsin Administrative Code, Chapter COMM 202 Relocation Assistance. Plans are needed where buildings and farmland are used or occupied. 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](http://www.commerce.state.wi.us) (search for "relocation unit").

Qualified river 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 river 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 river districts, sanitary districts, qualified river 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***

Where required, 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.

***Payment Options***

Land acquisitions are complicated transactions. Refer to information listed previously in this section and check with your Environmental grant specialist.

**Appendix**

***River Protection Grant Application Form 8700-284***



## **River Protection Grant 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 this guidance booklet), and talk with the DNR river coordinator and/or environmental grant specialist for your area.

Your completed application must be submitted to the DNR river coordinator for your area and postmarked no later than May 1<sup>st</sup>.

The complete application includes the River Protection Grant Application (*Form 8700-284*) and all attachments required for the type of project for which you are applying. Contact your DNR river 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**

Sponsor: The applicant must be a county, town, city, village, other local governmental unit as defined in s. 66.299, Wis. Stats., tribal unit of government, qualified river management organization, or qualified nonprofit conservation organization. Name the applicant and check the box that describes the applicant. If your organization is a nonprofit corporation, be sure that the name you put on your grant application is the same as the name under which the organization is incorporated.

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

Project Contact Name: The contact person is the person the sponsor 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 sponsor 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 river and/or project area.

Proposed Ending Date: The project ending date must be either June 30 or December 31 of the year you plan to complete your project. All expenditures must be completed by the project ending date. Final reports and payment requests with supporting documentation must be submitted within six months of the project ending date.

Other Management Units Around River Segment: 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: Cost Estimate and Grant Request**

**Note on ineligible costs**: Do not include in your project costs a) fines and penalties due to violation of any law or regulation; b) ordinary operating expenses of local government, such as salaries of public officials that are not directly related to the project; or c) purchase of boats, autos or office furniture.

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 IV, 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.

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 as follows: The maximum value for non-professional labor is the prevailing federal minimum hourly wage rate at the time the service is performed; the value for professional services must conform to market rates and be established by invoice.
2. Consulting services: Column 1, Cash Costs, includes 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: Plant, seed, mulch and erosion control materials. Rock rip-rap for erosion control shall have prior approval from the DNR.
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 grant specialist for information on the river protection 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 river 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 been completed, indicate the asking price. 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. Other restrictions may apply, so be sure to discuss your plans with the environmental grant specialist before completing your application.
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 appraisal, land survey fees, required relocation expenses, land stabilization

costs, title evidence, title insurance, closing insurance costs, attorneys closing fees, recording fees, and the cost of environmental audits. Building demolition may be an eligible cost based on the degree to which the demolition contributes to river 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. Specify the purpose(s) 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 V: Attachments**

To complete your application you must submit all attachments indicated on the checklist as required for your project and/or organization type and planned activities. All sponsors must submit the attachments listed in Section A. Please review the headings for Sections B through E 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 model authorizing resolution for river protection grant applications is located in the Appendix of this guidance booklet. 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.

A.3: Public Access: The DNR is developing an online inventory of public boat landings and other public access points to the state's lakes and rivers. You can view and print a map of your local river segment reflecting the current status of that inventory by going to the department's web site ([www.dnr.wi.gov](http://www.dnr.wi.gov)) and clicking on *Fishing*, then on *Statewide Boating and Shore Fishing Access Inventory* in the green, left-hand column. Use the *Zoom-In* tool to zoom in on your county and river segment and print out a map to submit with your application.

Please make your best effort to label any landings or access sites that appear as dots on the map, and mark new dots for any other public access points you can identify. Include the number of public access sites in Section V, No.'s 4a-4c, of your grant application as well as the number of boat landings and your best approximation of the total number of vehicle-trailer parking spaces available at these landings. Please include privately-owner landings available for public use and identify them as such. The DNR fisheries manager serving your river segment may be familiar with these sites and can help with this inventory. He or she may also be willing to discuss your grant project proposal and provide a letter of support.

Other access sites such as parks, roads ending on water and platted access parcels should be identified on the original plat maps kept at your town hall, or on tax parcel maps available from your county Land Records department. By law (Ch. 236, Stats.) subdivisions on water (those with more than five lots, 1.5 acres or less in size) are platted to include a 60ft. public access corridor approximately every half mile. Your DNR fisheries manager may also be aware of these sites and may know if they are currently used by the public. If you are unable to obtain and provide a map identifying the platted access sites on your river segment, please include an explanation of your efforts and the problems you encountered with your application.

Please note: Waterway access inventories are eligible projects under the River Planning Grant program. Funding may be provided for staff time associated with review of plat documents and title records, and also the cost of travel to locate, inspect, and map access sites. Please contact your Lake or River Coordinator, or Environmental Grants Specialist if you'd like to propose a project for funding.

A.4: 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 river segment circled will do.

A.5: Itemized breakdown of expenses: For each cost category for which you estimated costs in Section IV, 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 IV.

A.6: 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 river coordinator.

A.7: Project scope/description: **This is the heart of your grant application**, and must provide the grant reviewer with 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 river protection project, a few well-organized paragraphs may suffice; for a larger project, you will need to provide more. Be sure to address every element on the checklist for project description, a. through k. Remember that your project will be ranked on the information you provide; your clear and succinct but thorough narrative will help ensure that your project receives all the ranking points it warrants.

**B. For applicants that are river management organizations (RMOs) or non-profit conservation organizations (NCOs).**

Note: If your organization has previously received a grant from the department under the river protection, lake planning, lake 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.

B.1 For first time applicant RMOs only: Include a completed River Management Organization Application (*Form 8700-287*) and attachments. This form is available in the appendix of this booklet. 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.

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

**Section VI: Certification**

- Withhold personal identifiers...: The department is required to provide you the opportunity to request that personal identifiers be withheld from disclosure under the circumstances described. Checking this box is optional.

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

***River Management Organization Application Form 8700-287***

**River Protection Grant  
Sample Resolution**

Resolution # \_\_\_\_\_

RESOLUTION OF \_\_\_\_\_ *(insert management unit's name)* \_\_\_\_\_

County of \_\_\_\_\_

WHEREAS \_\_\_\_\_ River/Creek/ \_\_\_\_\_ *(other)* is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS we are qualified to carry out the responsibilities of the river protection project described in the state grant application; and

WHEREAS in this action the Board declares its intent to conduct the river protection project described in the grant application.

IT IS, THEREFORE, RESOLVED THAT:

\_\_\_\_\_ *(insert management unit's name)* \_\_\_\_\_ requests the funds and assistance available from the Wisconsin Department of Natural Resources under the River Protection Grant Program; and

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

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

We understand the importance of a continuing protection program for \_\_\_\_\_ River/Creek/ \_\_\_\_\_ *(other)* 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 management unit's name)* \_\_\_\_\_

**Note: management unit** is the eligible sponsor of a project as defined in s. 281.70, Wisconsin Statutes and NR 195, Wis. Admin. Code, to include any county, city, town, village, qualified river management organization, qualified nonprofit conservation organization, or other local governmental unit as defined in s. 66.299(1)(a), Wis. Stats.

**The management unit's representative** must be indicated by naming a position or a person within the management unit. If a position is named, the person who holds that position (who must be an official or employee of the management unit) is the individual authorized to act on behalf of the management unit. By naming a position instead of a specific person, a new resolution does not have to be submitted to the DNR if there is a turnover in the position. A contracted consultant to the sponsor cannot be the authorized representative. The resolution cannot pass grant responsibility to another group or organization.

## River Planning Grant Ranking Sheets

### Ranking Questions Ranking Activities Sheets January, 2009

Project Name: \_\_\_\_\_ Total Score \_\_\_\_\_

Instructions: Write in only one correct point value in each letter section unless otherwise noted and then total.

#### I. PLANNING GRANTS - When developing a priority list, the department shall rank all planning grant applications according to the following criteria:

**A. The degree to which the project assists creation or enhancement of a local river management organization and can demonstrate how the use of the funds will build the capacity of the organization to protect and restore the river and its ecosystem. Enhance means to positively impact the growth or effectiveness of an organization, as measured by expanded membership or income, or any other measurable indicator of growth or effectiveness. Effectiveness may be measured by such indicators as enhanced leadership or board function, the hiring of staff, long-range or strategic planning, establishing a web site, creating a financial system, or attainment of other specific measurable organizational goals. **12 Points****

\_\_\_ 0 pts. A.1. Project will not build the capacity (enhance the effectiveness) of the entity implementing the grant project.

#### ***For Existing Organizations (A.2, A.3, A.4)***

\_\_\_ 3 pts. A.2. Project has (*some*) impact on organization development, enhancement, or effectiveness. Examples include: activities that result in an increased awareness of the organization—public event, brochures, development of newsletter.

\_\_\_ 5 pts. A.3. Project has *moderate* impact on organization development, enhancement, or effectiveness. Examples of activities to enhance an existing organization might include: activities designed to maintain and/or improve a group—membership recruiting events, projects designed to increase financial or marketing capabilities.

\_\_\_ 7 pts. A.4. Project will *significantly enhance* the effectiveness of an existing organization.

PLUS: (applies to A.2., A.3. and A.4.)

\_\_\_ 2 pts. A.5. Project includes a proposal to conduct a formal organizational assessment and prepare a document detailing the recommendations of that assessment.

\_\_\_ 4 pts. A.6. The organization has completed a formal organizational assessment of some type and developed a plan to address identified needs and/or set clear goals for increased capacity building. (see Page 12 of Guidelines). This project supports that plan.

#### ***For Formation of New Organizations:***

\_\_\_ 9 pts. A.7. Project will create a new organization. Example of an activity to assist in the creation of a new organization might include: Holding public meetings to identify support for formation of a new river organization. *The group will form a Wisconsin Non-stock Corporation to qualify as a River Management Organization.*

#### ***For New Organizations and Existing Organizations:***

\_\_\_ 1 pt. A.8. Project is located in an area that is limited in resources and organizational capabilities. (Project applicant is to supply documentation to support justification for being awarded points for this criterion.)

**B. The degree to which the project assists local decision-making or formation of a strategy to protect the quality of a river's ecosystem. 10 Points**

- \_\_\_ 0 pts. B.1. Project does not involve local decision making or strategy development.
- \_\_\_ 4 pts. B.2. Project will provide some assistance in local decision-making or strategy development, but is not specific. For example, project may include new inventory or monitoring work, but without detailed management recommendations. Project proposal does not adequately explain the critical link to local decision-making or strategy development.
- \_\_\_ 7 pts. B.3. Project mentions issues to be addressed relative to local decision-making or strategy development. Examples might include an inventory or monitoring activity to gather data or information. An organizational assessment and development of a strategic plan or similar document qualifies as long as the plan relates to actions directed at the ecosystem as well as capacity building. The proposal describes some linkages to local decision-making, but is not as complete or detailed as described below in B.4.
- \_\_\_ 10 pts. B.4. Specifically mentions issues to be addressed in the project relative to local decision-making or strategy development. An example might be an inventory or monitoring of water quality, fish, aquatic life, habitat, land use, or sociological information. The conduct of an organizational assessment and development of a strategic plan or similar document qualifies as long as the plan relates to actions directed at the ecosystem as well as capacity building. The proposal specifically describes why the work is needed, who will do it, how and when it will be used in local decision-making, and how success of the project will be measured.

**C. The degree to which the project will enhance knowledge and understanding of a river's ecosystem. 8 Points**

- \_\_\_ 0 pts. C.1. Project is not related to enhancing knowledge and understanding of the ecosystem.
- \_\_\_ 2 pts. C.2. Limited education effort lacking specific goals and objectives. Assessment may consist of compiling existing data or obtaining small amounts of new data not specifically identified in a management plan as missing critical data.
- \_\_\_ 5 pts. C.3. Standard level education effort e.g. newsletter, press release, school project, etc. Basic goals and objectives are stated and assessment effort generates new data or information important for educating the public or identifying management actions.
- \_\_\_ 8 pts. C.4. Education efforts have well defined goals and objectives consistent with watershed plans in the region. Project may involve working with a school or school systems in the collection of information or data where this information has been recognized as limited. Project may be an extensive public education effort, beyond the standard level, with video, workshops, and multiple outlets for information

**D. The degree to which the project is supported in a federal, state or local resource plan and makes efficient use of all other available funding sources. 7 Points**

- \_\_\_ 1 pt. D.1. The project is generally consistent with a state, local, or federal resource plan, but not specifically mentioned by location and activity.
- \_\_\_ 3 pts. D.2. The project implements at least one location or activity recommendation that is specifically described in a state, local, or federal resource management plan.
- \_\_\_ 5 pts. D.3. The project implements two or more location or activity recommendations that are specifically described in a state, local, or federal resource management plan.

PLUS: (applies to D.1., D.2., or D.3.)

\_\_\_ 1 pt. D.4. 10% or greater portion of the project's total cost will be obtained through a partner in the community.

OR

\_\_\_ 2 pts D.5. 10% or greater portion of the project's total cost will be obtained through a partner in the community over and above the sponsor's 25% match.

**E. The degree of public support for the project. 3 Points**

\_\_\_ 1 pt. E.1. More than one current letter of support and/or other evidence of support from stakeholders such as elected officials, municipal staff, interest groups, or property owners.

\_\_\_ 3 pts. E.2. More than one current letter of support **and** evidence of support from multiple stakeholders that show willingness to be involved and contribute to the project, including in-kind financial involvement. (To be provided in itemized budget)

**F. It is a first time project. 2 Points**

\_\_\_ 1 pt. F.1. This project would represent a first time award of a River Planning Grant for the sponsor.

\_\_\_ 1 pt. F.2. This project would represent a first time award of a River Planning Grant for this waterbody within the county.

## River Management Grant Ranking Sheets

### Ranking Questions Ranking Activities Sheets January, 2009

Project Name: \_\_\_\_\_ Total Score \_\_\_\_\_

#### II. MANAGEMENT GRANTS - When developing a priority list, the Department shall rank all management applications according to the following criteria.

**A. The degree to which the project will protect critical riverine ecosystems (12 Points).** Staff may consider such factors as current stream classification, knowledge or recent survey information, evaluation monitoring data, or other indicators representative of level of ecological importance.

- \_\_\_\_\_ 1 pt A.1 River segment has limited ecological importance. (For example, may be typical for limited aquatic life (LAL) or warm-water forage fish (WWFF) classed streams.)
- \_\_\_\_\_ 4 pts A.2. River segment has average ecological importance (For example, may be typical for class III trout streams or marginal warm-water sport fish (WWSF) classed streams.)
- \_\_\_\_\_ 7 pts A.3. River segment has good ecological importance or protects against an imminent threat to its ecological integrity. (For example, may be typical for average warm-water sport fish (WWSF) or class II trout streams.)
- \_\_\_\_\_ 10 pts A.4. River has high ecological importance. (For example, may be typical for exceptional warm water sport fish (WWSF), Class I trout streams, high quality Class II trout streams, or Outstanding or Exceptional Resource Waters, etc.)

PLUS:

- \_\_\_\_\_ 2 pts A.5. Proposed management activity is located in, or geared specifically towards, a critical habitat segment of the stream system. Examples may or may not include headwater areas, endangered or threatened species habitat, critical spawning areas, etc.

**B. The degree to which the project will restore the quality of a rivers ecosystem or aids in the linkage or concentration of critical habitat (10 points).**

- \_\_\_\_\_ 2 pts B.1. Project is small in overall ecosystem impact; the location of the project is isolated from other management activities or does little to improve the stream.
- \_\_\_\_\_ 4 pts B.2. Project is moderate in overall ecosystem impact; Upstream or downstream segments to the project are of good quality, demonstrates moderate linkage and has some overall watershed benefits.
- \_\_\_\_\_ 6 pts B.3. Project is above average in overall ecosystem impact; Upstream or downstream segments have been restored or protected. The project demonstrates very strong linkages to existing restored or protected critical riverine habitat.
- \_\_\_\_\_ 8 pts B.4. Project is large in overall ecosystem impact and provides systemic water quality benefits such as reducing or eliminating an impairment, raising the segments classification, removing barriers to fish migration, or projects that expand or link existing public river recreational, fisheries or habitat management areas.

PLUS:

\_\_\_\_\_ 2 pt B.5. Project includes man-made dam removal.

\_\_\_\_\_ 1 pt B.6. Facilitation of fish passage accomplished through alternatives to dam removal.

**C. The degree to which the proposed activities have a good likelihood of successfully meeting the project objectives and where the sources or causative factors of the problems to be remedied have been or very likely will be controlled prior to management activities (8 points - check all that apply).**

\_\_\_\_\_ 2 pts C.1. The project includes one or more measurable objectives (performance measures) that will be evaluated and reported on by the project sponsor in the final report that will demonstrate the degree of project success.

\_\_\_\_\_ 3 pts C.2. Modeling or detailed analysis (including sources and causative factors) demonstrates well-planned project with high chance of success. Cooperation agreements, permitting and other factors indicate timing is such that the project will proceed on schedule in a timely fashion.

\_\_\_\_\_ 3)pts. C.3. Sources or causative factors of problems have been or very likely will be controlled prior to management activities. If none (protection project in high quality area), award all 3 points.

**D. The degree to which the project is supported in a federal, state or local resource management plan and make efficient use of all other available funding sources (7 Points).**

\_\_\_\_\_ 1 pts D.1. The project is generally consistent with a state, local, or federal resource management plan, but not specifically mentioned by location and activity.

\_\_\_\_\_ 3 pts D.2. The project implements at least one location and activity recommendation that is specifically described in a state, local, or federal resource management plan.

\_\_\_\_\_ 5 pts D.3. The project implements two or more location and activity recommendations that are specifically described in a state, local, or federal resource management plan.

PLUS: (applies to D.1., D.2., or D.3.)

\_\_\_\_\_ 1 pt. D.4. 10% or greater portion of the project's total cost will be obtained through a partner in the community.

OR

\_\_\_\_\_ 2 pts D.5. 10% or greater portion of the project's total cost will be obtained through a partner in the community over and above the sponsor's 25% match.

**E. The degree of public support for the project (3 Points).**

\_\_\_\_\_ 1 pts E.1. More than one current letter of support and/or other evidence of support from stakeholders such as elected officials, municipal staff, interest groups, or property owners.

\_\_\_\_\_ 3 pts E.2. More than one current letter of support and evidence of support from multiple stakeholders that show willingness to be involved and contribute to the project, including in-kind financial involvement. (To be provided in itemized budget)

**F. First time project. 2 Points**

\_\_\_\_\_ 1 pt F.1. This project would represent a first time award of a River Protection Management Grant for the sponsor.

\_\_\_\_\_ 1 pt F.2. This project would represent a first time award of a River Management Grant for this waterbody within the county.

***Environmental Hazards Assessment, Form 1800-001***