

Instructions for Completing a Surface Water Grant Application (Form 8700-284)

Please refer to the [Surface Water Grant Applicant Guide and Program Guidance](#) for additional details.

Grant Cycle Timeline:

Date	Action
May 1	Deadline: Confirm organization's eligibility to apply by contacting regional Environmental Grant Specialist
July 1	Updated guidance and forms are published on the Surface Water Grant webpage (approximate)
June - September	Identify project goals and objectives, define activities and methods, and develop a budget
September 15	Deadline: Submit pre-application via email to DNRSurfaceWaterGrants@wisconsin.gov
September - October	Meet with regional DNR Biologist(s), complete application and attain all supporting documentation (e.g., authorizing resolution, project maps, lab forms, etc.)
November 15	Deadline: Grant application deadline*
February 15	Grant awards announced (approximate)
March 15	Start of grant period

*Healthy Lakes & Rivers and Early Detection & Response grant applications are accepted year round.

Is your organization eligible to apply for a grant?

Wisconsin statutes identify counties, towns, cities, villages, tribes, sanitary districts, protection and rehabilitation districts, and school districts working with another eligible applicant as automatically eligible to apply for surface water grant funding. Lake and river management organizations and some nonprofit organizations may be eligible recipients, too. These organizations must first submit an application for eligibility that will help determine whether they qualify for surface water grant funding.

Warning: Many current browsers do not open PDF forms properly!

From a **desktop computer**, download the PDF form (right-click on the link, then select "Save link as" or "Save target as").

Make a note of the file location and file name so you can access the file from your device.

Do not double-click the file. Open the **Adobe Reader** software then select "File > Open" then browse to the PDF file you saved on your device.

The forms are designed to react to the information you enter. Always fill them out on a computer.

See [PDF Help](#) for additional information.

Any group that is not a county, town, city, village, tribe, sanitary district, protection and rehabilitation district, or school district working with another eligible applicant new applicant should submit a [Grant Eligibility Application \(form 8700-380\)](#) for eligibility to the regional Environmental Grant Specialist no later than six months before the application deadline. If you have any questions about your eligibility or how to submit your application for eligibility, contact your regional [Environmental Grant Specialist](#).

Public Access Requirements

To ensure your application will be deemed eligible, it is imperative that you determine whether or not your waterbody of interest meets the minimum public boating access standards.

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

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

Submitting a Pre-Application

Most grant types require a project pre-application by September 15. If you have received a Clean Boats, Clean Waters grant in the past, you are not required to submit a Clean Boats, Clean Waters pre-application.

The pre-application is a rough draft of main application. *You may not have finalized all the required information and that is okay.* Provide as much detail as you can so that your regional DNR Biologist and Environmental Grant Specialist may provide direction and feedback on project design and eligibility.

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

Submitting an Application

The preferred method of application submittal is via email to DNRSurfaceWaterGrants@wisconsin.gov. In the subject line of the e-mail, enter the type of grant you are applying for, the county where the project is located and the applicant’s name (e.g., Surface Water Planning, Oneida Co., Eagle River Lake Association). All application materials should be saved in PDF format and should not exceed 15 megabytes (MB) in size. If e-mail size (including attachments) exceeds 15 MB, send documents in

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

Instructions for Emailing Surface Water Applications:

Step 1: Open the [Surface Water Application](#).

Step 2: Save the blank application to your computer.

Step 3: Complete the application using [Adobe Acrobat reader](#).

Step 4: Save the completed application to your computer.

Step 5: Complete, print, sign, scan and save the [Authorizing Resolution](#) as a PDF.

Step 6: Compile attachments specified in Section 6 and save as a PDF. Logical file names are appreciated. If several attachments are combined into one file, bookmarks are appreciated, too.

Step 7: Open your email and create a new email to DNRSurfaceWaterGrants@wisconsin.gov.

Step 8: In the Subject line of your email, enter the type of grant for which you are applying, the county where the project is located, and the applicant's name (reference Section 2a of the application for the type of grant). **Example subject line:** Surface Water Planning, Oneida Co., Eagle River Lake Association.

Step 9: The application materials should be saved in PDF format, and not exceed 15 MB in size. Only the completed application form and attachments specified in Section 6 will be considered during ranking. If email size (including attachments) exceeds 15 MB, send files in multiple emails. Attach the completed application form and the Section 6 attachments to the email.

Step 10: All applications must be received on or before 11:59:59 pm on the day the application is due.

If you are not able to submit an application by email, you may send the application to: DNR Surface Water Grants – CF/2, 101 S. Webster St., PO Box 7921, Madison, WI 53707-7921. If mailing, your completed application must be postmarked by the deadline date.

Completing the Application

The application is a reactive PDF form. This means that the questions presented are dependent upon your answers within previous sections. For this reason, you must complete Section 1 and Section 2 first in order to view the subsequent sections.

Save the form locally to your computer prior to beginning. Save your application frequently throughout the process.

Section 1: Ecosystem Type

Select the round radio button next to the ecosystem that your project will most benefit. The ecosystem type (the round radio buttons) will influence how much funding you are eligible to receive under certain application types.

Section 2a: Application Type

Check the box next to the grant project type for which you wish to apply. Refer to Section 2: Grant Project Types of the Surface Water Grant Program Applicant Guide and Program Guidance for information on each grant project type.

Section 2b: Applicant Information

The Applicant Information section collects background and contact information for your organization. The information requested is mostly self-explanatory.

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

Applicant Name: Enter the organization's official name.

Organization Type: Click on the dropdown arrow and select the appropriate organization type. Options are limited to county, city, village, town, tribal governing body, sanitary district, lake district, lake association, river management organization, surface water management organization, other local governmental unit as defined in s. 66.299, Wis. Stats., school district, or other.

Organization Address – Where to Send Check: The address listed on the application should be the address of the organization and not a personal address. If the grant is awarded, this is the address where checks or any other grant related communications will be sent. If this address differs than the address on file at the Wisconsin Department of Administration, you will be contacted with instructions on formally changing the organization's address with the State of Wisconsin.

Authorized Representative (AR) Name, Title and Contact Information: All grant applications will include an authorizing resolution. The resolution authorizes the representative to file the surface water grant application on behalf of the organization. The Authorized Representative must be the person whose name or position appears on the authorizing resolution ([see the Sample Authorizing Resolution](#)), and the resolution must be approved by the applicant's governing body. Applicants are encouraged to designate a position, such as "County Conservationist", "Mayor", or "Treasurer" as opposed to naming a specific individual. Using a position title eliminates the need to approve and submit a new resolution, should staff within the designated position change. The Authorized Representative typically performs the following duties on behalf of a successful grantee:

1. Signs and submits the grant application
2. Signs a grant agreement between applicant and the DNR
3. Submits quarterly and final reports to the DNR following the terms of the grant agreement
4. Submits grant payment requests to the DNR

5. Signs and submits other required documentation

The Authorized Representative must be a member, employee, commissioner or board member for the sponsoring governing body or organization. **A consultant hired by the applicant may not be named as authorized representative for the project.**

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

Has your organization been approved as an eligible applicant? If applicable, indicate Yes or No if you have been approved as a qualified organization. If no, you must apply to become a qualified organization before applying for or receiving financial assistance from the Department of Natural Resources (department; DNR) under ss. 30.92, 281.68 and 281.69 Wis. Stats. Submit a [Grant Eligibility Application \(form 8700-380\)](#) to the regional Environmental Grant Specialist no later than six months before the application deadline.

Section 3: Project Information

Project Location

Located Near Waterbody: For Surface Water Restoration and Management Plan Implementation Grants, check the appropriate box confirming that the project is located within 1,000 feet of the ordinary high water mark of a lake and/or within 300 feet of a river or the landward side of the floodplain.

Proposed Start Date: The start date is March 15 of the following year (e.g., 2023).

Proposed Ending Date: The project end date must be December 31 of the year you plan to complete your project. Projects should take no longer than three years to complete. All expenditures must be completed by the project ending date. Final reports and payment requests with supporting documentation must be submitted within six months after the project end date.

Waterbody Name: Provide the name of the waterbody where the project is located. If the project occurs on multiple, add additional rows clicking the plus sign on the right-hand side of the page.

Waterbody ID (WBIC): Provide the WBIC associated with each waterbody if possible. WBICs can be found by zooming in to the waterbody and clicking on it on the [DNR Surface Water Data Viewer](#).

Lake Acreage (if applicable): Provide the acreage of each waterbody. A waterbody's acreage can be found by zooming in to the waterbody and clicking on it on the [DNR Surface Water Data Viewer](#) and selecting "About the Water". River projects do not need to include an acreage.

Public Access: Note whether or not there is public access on the waterbody. If yes, provide the number of public access sites and the total number of public vehicle-trailer parking spaces available at these access sites.

Project to be implemented on state land: Please indicate if your project is to be implemented on state land. A land use agreement or letter of intent from the property manager will be required at time of application.

Project to be implemented on land not owned by the applicant: Please indicate if your project is to be implemented on property not owned by your organization. Please note that you may be required to enter into a landuse agreement which may or may not be recorded at the register of deeds. Contact your Environmental Grant Specialist for more information.

Regional project serving multiple waterbodies: Please indicate if your project serves multiple waterbodies.

County(ies): Enter the county where the project is located. If the project applies to more than one county, hold down the Ctrl key on the keyboard and right click on multiple counties. If the project is being conducted statewide, select "Statewide".

State Assembly and State Senate District Number(s): Enter the State Assembly and State Senate District Number(s) for your project area. Refer to <http://maps.legis.wisconsin.gov/>.

Regulatory Action Checkbox ("None of the project activities identified within this application are necessary to comply with a regulatory action per NR 193.54."): Indicate that none of the project activities identified within the application are necessary to comply with a regulatory action or permit requirements. Any activities to comply with a regulatory action or permit requirement are not eligible.

Laboratory Analysis: Select **Yes** or **No** if your project will require laboratory sample analysis. All Surface Water Grant applicants are required to use the Wisconsin State Lab of Hygiene (WSLH) for sample analysis. Alternative labs may be used but careful consideration and approval by the department is required. Contact your [regional lakes or streams biologist](#) for approval. Acceptable justifications for using an alternative lab include providing a service that is not available through the WSLH, or other project efficiencies. Cost alone is not an acceptable justification. When using the WSLH to analyze water samples, the data will be automatically uploaded to [Surface Water Integrated Monitoring System \(SWIMS\) database](#). If using labs other than the WSLH to analyze samples, additional work will be required by the grantee and the approved alternative lab to format the results for upload to department systems and SWIMS. Please enter the name of the laboratory if it is not the WSLH in the "Other" row.

All applications requesting laboratory sample analysis are required to fill out the Surface Water Grant Project Lab Costs Form ([8700-360](#)).

Permitting: Select **Yes** or **No** if your project will require a permit. Projects with activities that disturb the ground usually require a permit. Aquatic plant management, stormwater, and waterway and wetland permits are commonly necessary for projects submitted to the Surface Water Grant Program. Local permits and U.S. Army Corps of Engineers regulations may also be necessary. It is highly recommended

that you contact the local zoning office, your [regional U.S. Army Corps of Engineers office](#), and your department [waterways](#) or [aquatic plant management](#) permitting staff to discuss grant projects prior to the final application deadline to be able to answer this question accurately.

Grant application and project permit review processes and timelines are separate. Application funding status does not affect permit review; a grant is not a tacit approval of a permit. For more information, visit <https://dnr.wi.gov/permits/water/>.

Pre-application Scoping Meeting: After the pre-application deadline, your DNR Biologist will determine whether a pre-application scoping meeting is required. The goal of the pre-application scoping meeting is to provide an opportunity for constructive feedback prior to the November 15 application deadline. If applicable, enter the date and with whom you met with during your pre-application scoping meeting.

Section 3a: Determination of Eligibility

This section is not applicable to all application types.

Determination of Eligibility: Select **Yes** or **No** if you have requested a Determination of Eligibility from the regional DNR Biologist for the activity you are seeking grant. Determination of Eligibility are only required for Management Plan Implementation and AIS Population Management grant types and must be made in writing at least 60 days prior to the final grant application deadline. Include a copy of your request for Determination of Eligibility as an attachment to the pre-application.

Management Plan(s): Management Plan Implementation and AIS Population Management projects must implement a management plan recommendation. Enter the name and publication year of the management plan(s) that you are seeking to implement.

Determination of Eligibility Information: If applying for a Management Plan Implementation or an AIS Population Management grant, you must receive an eligibility determination from the regional DNR Biologist. Enter the date of the written correspondence and the name of the DNR staff who provided the Determination of Eligibility. Include a copy of the Determination of Eligibility as an attachment to the final application.

Federal Nonpoint Source Program Eligibility: Select **Yes** or **No** if there are federal dollars being used to complete the project. Surface Water Restoration, Management Plan Implementation, Wetland Restoration Incentives, and Land Acquisition projects may also be eligible for Federal Nonpoint Source Program (Clean Water Act Section 319) grant funds. To be eligible for these federal funds a project must meet **both** of the following requirements:

1. The project focuses on reducing nonpoint source pollution by implementing at least one of the best management practices mentioned in ch. NR 154.04, Wis. Adm. Code.
2. The project implements the goals and recommendations of an EPA-approved watershed-based plan that meets EPA's "9 key elements."

Section 4: External Financial Support

If your project falls within the area of a 9 Key Element plan, list the name of the plan and the year of expiration in the box provided. You can search for 9 Key Element plans and their expiration dates at: <https://dnr.wi.gov/topic/Nonpoint/9keyElement/planMap.html>

If your project has financial support from external organizations other than a consultant or subcontractor (e.g., school, town, county, nonprofit other management organization, etc.) list the supporting organization's name and identify the type of support provided (e.g., volunteer labor, cash, donated equipment, etc.). Quantify or describe the amount of amount of support they have pledged to provide.

Each supporting contribution must correspond to a letter of support from the contributing organization verifying the nature and amount of support to be provided. Letters of support are required to receive full points during ranking for questions regarding external financial support/commitment.

Section 5: Project Budget

A project budget is an estimated financial representation of the proposed statement of work. A proposal's budget should demonstrate how the applicant will achieve the project's objectives with an appropriate amount of resources. A budget should also demonstrate that the applicant's costs are fair and reasonable. When submitted, a budget represents the applicant's best estimate for the project's costs. If grant funding is awarded, the grantee will be required to adhere to the budget's structure for the life of the project. Therefore, the applicant must strive to make the project budget as accurate and complete as possible prior to submission. Once grant funding is awarded, the grantee may seek the department's approval to revise a budget if the nature of the change does not significantly alter the scope of the project activity.

Part A – Budget: Provide a detailed budget of eligible costs including all wages, services, supplies and equipment necessary to accomplish the project. List each item, the activities it is related to in Section 8 of the application, the budget category it best fits, number of units (e.g., hours, plants, square feet, days, miles) and unit cost. Note whether the item is related to administration of the project. See Section 4: Developing a Budget of the Surface Water Grants Applicant Guide and Program Guidance for more information.

Item Description: Describe the items within your budget in detail. If you do not provide adequate detail, you will be asked to do so by your Environmental Grant Specialist prior to award.

Activities in Section 8: Identify the activity the item relates to within Section 8 of the application.

Budget Category: Select a budget category from the drop-down menu.

1. **Personnel:** Includes salaries and hourly wages paid by the applicant to its own employees for work directly related to the grant project and documented by time sheets and payroll records. It may also include donated labor to the project. The value of such labor is limited to a maximum value of \$15.00 per hour.
2. **Employee Benefits:** Includes benefits paid by the applicant to its own employees for work directly related to the grant project and documented by time sheets and payroll records.
3. **Travel:** Costs associated with staff travel necessary for project implementation. Travel expenses include cost of transportation, cost of meals and lodging, meeting registration fees, etc. Mileage may be an eligible expense and is limited to Federal IRS business rates for the year mileage is incurred.

4. Equipment: This category includes all equipment and capital assets. Equipment is defined in ch. NR 193, Wis. Adm. Code as long-term items having a useful life of more than one year and an acquisition cost of less than \$5,000. Capital assets is defined in ch. NR 193, Wis. Adm. Code as long-term items having a useful life of more than one year and an acquisition cost of \$5,000 or greater. Capital asset includes customized equipment where the sum of the components is equal or in excess of \$5,000.

Equipment with a useful life of greater than one year and cost of \$5,000 or more per unit, the item must be depreciated. The full cost of the equipment may not be an eligible expense. Refer to Surface Water Grants Applicant Guide and Program Guidance for additional information on depreciation.

All equipment and capital assets purchased with grant funds must be approved in advance by the department and must conform to the procedures for maintenance and disposition of assets.

5. Supplies & Operating Expenses: Supplies include consumable items required for the project. The amount requested should be supported by descriptions of the items included and estimates of their costs.
6. Consultants/Contractual: The full cost of the consulting contract(s) for the project. It may also include the value of donated professional consulting services valued at the rate the professional person receives for similar work performed for pay and documented by invoice or donated professional services worksheet.
7. Construction: Construction expenses to be completed by the applicant and not by a contractor or third party.
8. Other: List costs that are needed to implement the project but are not captured in the dropdown list.

Cash or Donation/Match: Cash costs are those costs the applicant expects to incur specifically for the project and will be paid in cash from the applicant's bank account. Donated values include 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.

Unit: If applicable, enter a unit of measure (e.g., miles, acres, hours, kilometers, etc.)

of Units: Enter the number of units.

Unit Cost: Enter the cost of each unit.

Admin Cost? Check box next to a line item if it is an administrative cost. Administrative costs include actual salary or hourly wages and fringe benefits incurred by immediate supervisors and support staff that can be tracked, charged directly to and accounted for by the project. Supervisors and support staff are understood not to be involved in the day-to-day implementation of the project.

Total Project Cost Estimate (auto-populated): The total project cost includes all donated and cash costs identified within the budget.

Administration: Add all costs above that are identified as administrative costs. Administrative costs are limited to 10% of the total Project Costs. Reimbursement of administrative costs are held until the final reimbursement.

Eligible State Share (auto-populated): The eligible state share is auto-calculated based upon the ecosystem type and project type selected in Section 1. These variables determine the maximum award amount and the required local share percentage. The eligible state share cannot exceed cash costs.

Grant Award Request: Enter the amount of state funding you are requesting. It cannot exceed the Eligible State Share.

Part B – Cost Estimate Summary: This section will autofill based upon your entry in Part A. Please ensure all calculations are correct.

Part C – Cost Containment Methods: A grantee must implement cost containment measures if the cost of a project expense exceeds \$2,500. The department may request that the grantee submit proof of cost containment procedures used in an application. The grantee should identify the cost containment procedure used when requesting reimbursement. Note: cost-containment procedures do not apply to fee simple or conservation easement land acquisition; cost will be determined by appraisal approved by the department.

Section 6: Attachments

Include all required attachments with your application. Once you have completed sections 1 – 5, the application will indicate which attachments are required based upon the details of your project. Only attachments specified in Section 6 will be considered during application review. Supplemental materials will not be reviewed during ranking.

Section 7: Certification

The Authorized Representative needs to sign this section.

If submitting this application via email, type the name on the signature line and enter the date that the application was signed. Save the application to your computer and attach the application to an email addressed to: DNRSurfaceWaterGrants@wisconsin.gov.

All applications must be signed and dated by the representative authorized by resolution of the applicant's governing body prior to submission to the DNR. See additional information under Section 2b: Applicant Information, above.