




**OFFICE OF COUNTY ATTORNEY**

**KIMBERLY A. NASS, COUNTY ATTORNEY  
432 EAST WASHINGTON STREET, SUITE 3029  
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CHRISTINE E. OHLIS  
262-335-4780**

**ASSISTANT ATTORNEYS  
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BRADLEY S. STERN  
262-335-4780**

MEMO

TO: Brenda J. Jaszewski, County Clerk  
FROM: Jacqueline Limbach, Office Supervisor   
DATE: January 14, 2016  
SUBJECT: #15285 – Grant Agreement – Wisconsin Targeted Runoff Management –  
Planning & Parks - LWC

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Attached please find:

- Original contract/agreement for safekeeping
- Amendment to contract/agreement for safekeeping
- Addendum to contract/agreement for safekeeping
- Performance/Payment Bonds
- Insurance Certificate
- Other: \_\_\_\_\_

Thank you for your attention to this matter.

jml

Attachment(s)

cc/enc: WI DNR

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
101 S. Webster Street  
Box 7921  
Madison WI 53707-7921

Scott Walker, Governor  
Cathy Stepp, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



December 15, 2015

► **REQUIRES IMMEDIATE ACTION** ◀  
**Targeted Runoff Management Program**  
**Grant# TMD - TMD67000Y16**  
**Grant Amount: \$98,000.00**

Paul B. Sebo, County Conservationist  
Washington County  
333 E. Washington Street, 3200  
West Bend, WI 53095-2003

Dear Mr. Sebo:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: *Moritz Clean Water Project*

This grant, and any reimbursements made under it, is governed by very specific statute and administrative code provisions. Accordingly, please read the grant documents thoroughly, paying particular attention to the Scope and Conditions sections for eligibility, grantee requirements, and reimbursement provisions. There are also a number of activities where you must obtain prior departmental review and authorization before proceeding; *please see Conditions section of your grant agreement.*

You are obligated to submit a Final Report with your final reimbursement request for the projects completed under this grant; before and after pictures are a required component (see the grant's General Conditions A.7.17.).

To accept this grant, please review the agreement and transmit the DNR Copy signed by the authorized government official, along with the completed *Grantee Contact Page*, using one of the return methods below. The second copy is for your file.

Via E-mail:	Via US Postal Service:
<a href="mailto:DNRCFANONPOINTGRANTS@wisconsin.gov">DNRCFANONPOINTGRANTS@wisconsin.gov</a>	Nonpoint Grant Manager Bureau of Community Financial Assistance Wisconsin DNR P. O. Box 7921 Madison, WI 53707-7921

To secure funds for your project, you have 30 days from the date of this letter to return signed agreement to the Bureau of Community Financial Assistance.

If you should have any questions about the content of this grant agreement, please contact your Regional Nonpoint Coordinator Linda Talbot at (608)267-7551 or by e-mail at [linda.talbot@wisconsin.gov](mailto:linda.talbot@wisconsin.gov).

Thank you for your continued cooperation with Wisconsin's Runoff Management program.

Sincerely,

Mary Rose Teves, Director  
Bureau of Community Financial Assistance

Enclosure(s)

C: Linda Talbot, Grants Coordinator



State of Wisconsin  
 Department of Natural Resources  
 Bureau of Community Financial Assistance (CF/2)  
 PO Box 7921  
 Madison, Wisconsin 53707-7921

WISCONSIN TARGETED RUNOFF MANAGEMENT (TRM)  
 GRANT PROGRAM  
**GRANT AGREEMENT**

Form 8700-328 (rev. 30Oct2015)

**Notice:** By signing and dating this grant agreement, grantees indicate concurrence with terms of this agreement, authorized under ss. 281.65 and 283, Wis. Stats., and chs. NR 151, 153, 154, and 243, Wis. Adm. Code. Signed agreement must be returned to the address above within 30 days so that funds will be reserved for this project. Failure to return a signed agreement will result in denial of grant funds. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

PART 1. GRANT ADMINISTRATION INFORMATION			
<b>Grant Number</b> TMD-TMD67000Y16	<b>Grant Award Date</b> January 1, 2016		
<b>Grantee (Unit of Government)</b> Washington County			<b>Total Grant Amount</b> \$98,000
<b>Project Name</b> Moritz Clean Water Project		<b>Grant Period</b> From January 1, 2016 Through December 31, 2017	
<b>Authorized Government Official</b> Jay Shambeau, Png & Parks Dept Administr		<b>Grantee Contact</b> Paul B. Sebo, County Conservationist	
<b>Street Address</b> 333. E. Washington St Ste 2300		<b>Contact's E-mail Address</b> PAUL.SEBO@CO.WASHINGTON.WI.US	
<b>City, ZIP Code, County</b> West Bend, 53095-2003, Washington County		<b>Contact's Telephone Number</b> (262)335-4805 Fax No. (262)335-4171	
<b>Name of Department Regional Nonpoint Source Coordinator, Phone Number and Email Address</b> Linda Talbot, (608)267-7551, linda.talbot@wisconsin.gov			<b>DNR Region</b> Southeast Region

PART 2. ELIGIBLE COST-SHARING BUDGET			
<b>Note:</b> Budget line items below cannot be exceeded without advance written approval from the DNR.			
	TRM Grant State Cost-Share Amount	Federal Funds Provided in this Agreement?	
1. BMP Cost-Share:		Yes	No
a. BMP IMPLEMENTATION	\$98,000.00	X	
		State Funds used as match to Federal Funds? <input type="checkbox"/>	
		Cost-share Percentage for this agreement: 70	
2. Total Maximum TRM Grant Amount	\$98,000.00	Submitted by April 15, 2015, deadline?	
		X	

**PART 3. PURPOSE AND SCOPE**

This grant provides funding and authorizes cost-share reimbursement by the DEPARTMENT for the above named project as described in the grant application submitted for the grant period in Part 1 above. The following eligible Best Management Practices (BMPs) and activities to address ch. NR 151 performance standards and prohibitions or Total Maximum Daily Load goals are consistent with project budget identified in Part 2 above. Eligible BMPs include:

- [R1] Access Roads and Cattle Crossings
- [R2] Animal Trails and Walkways
- [R3] Barnyard Runoff Control Systems
- [R7] Diversions
- [R10] Grade Stabilization
- [R11] Heavy Use Area Protection
- [R13] Livestock Fencing
- [R24] Roof Runoff Systems

--Part 3 CONTINUED (over)--



[R25] Roofs
[R26] Sediment Basins
[R32] Underground Outlets
[R36] Waterway Systems

#### PART 4. CONDITIONS

##### **A. General Conditions:**

- A.1. The Wisconsin Department of Natural Resources (DEPARTMENT) and the GRANTEE identified in Part 1 above mutually agree to perform this agreement in accordance with the TRM grant program and s. 281.65, Wis. Stats., and chs. NR 151, NR 153, and NR 154, Wis. Adm. Code., and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps and also any assurances attached and made a part of this agreement.
- A.2. This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or covenants pertaining to this agreement are superseded. Any revisions to this agreement must be made by written amendment, signed by both parties, prior to the termination date of this agreement, whether for changes in scope, grant period, or cost.
- A.3. Failure by the GRANTEE to comply with the terms of this agreement shall not cause the suspension of all obligations of the State if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the GRANTEE. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for reimbursement under this agreement, at the DEPARTMENT's discretion.
- A.4. Eligibility for cost-sharing reimbursement is governed by the provisions of s. NR 154.04 and ch. NR 153, Wis. Adm. Code. Cost-share rates and applicability may be further limited by departmental contract approval(s), which may restrict the cost-share amount due to the eligibility requirements of the statute and codes.
- A.5. The amount listed in Part 2 above is the maximum amount the DEPARTMENT may reimburse under this agreement.
- A.6. Neither the GRANTEE nor any landowner or land operator may adopt any land use or practice that reduces the effectiveness or defeats the purposes of any BMP installed under this agreement.
- A.7. The GRANTEE:
1. Agrees to comply with all applicable Federal, Wisconsin, and local laws in fulfilling the terms of this agreement.
  2. Promises to execute the project described in accordance with this agreement.
  3. May decline offer of financial assistance provided through this agreement, in writing, at any time prior to the start of the project and before expending any funds. After the project has been started or funds expended, this agreement may be rescinded, modified, or amended only by mutual agreement and in writing.
  4. Agrees that its employees or agents are not employees or agents of the DEPARTMENT for any purpose including Worker's Compensation.
  5. Agrees, to save, keep harmless, defend and indemnify the DEPARTMENT and all its officers, employees and agents, against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of GRANTEE's employees, agents or representatives.
  6. Agrees to reimburse the DEPARTMENT of any and all funds the DEPARTMENT deems appropriate in the event the GRANTEE fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description or this agreement. In addition, should the GRANTEE fail to comply with the conditions of this agreement, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this agreement may be terminated, including further project cost payment.



7. Agrees, in connection with the performance of work under this agreement, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The GRANTEE further agrees to take affirmative action to ensure equal employment opportunities, as required by law. The GRANTEE agrees to post in conspicuous places available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
8. Agrees to maintain a financial management system, separate from all other GRANTEE activities, for this agreement. The GRANTEE agrees that accounting for project funds shall conform to generally accepted accounting principles and practices.
9. Agrees to comply with all applicable local and state contract and bidding requirements. GRANTEE should consult its legal counsel with questions concerning contracts and bidding. For assistance, GRANTEE may consult Procurement Guide for Local Governments Receiving DNR Grants.
10. Agrees that accounting and fiscal records shall be maintained in accordance with the applicable administrative codes governing this agreement. At a minimum, GRANTEE shall retain and make available all fiscal records pertaining to this agreement for three years after the date of final settlement, or three years after the end of the Grant period, whichever is later, or for a longer period if required by the DEPARTMENT for audit purposes.
11. Agrees to enter into a cost-share agreement (CSAs) with landowner(s) or land operator(s) using forms provided by the DEPARTMENT if BMP will be constructed on land not owned by the GRANTEE. The CSA must include appropriate operation and maintenance requirements. The CSA installation period can be no longer than the grant period of this agreement. Each CSA exceeding \$50,000 for professional service and construction contracts, construction designs, and appraisals must be approved by the DEPARTMENT regional Nonpoint Source Coordinator before GRANTEE and landowner or land operator sign. The cost share rate included in the CSA shall not exceed the rates specified in chs. NR 153 and 154, Wis. Adm. Code, or in Part 2 of this agreement. Each CSA or amendment of CSA shall be recorded with the County Register of Deeds and promptly submitted to the DEPARTMENT's regional Nonpoint Source Coordinator identified in Part 1 above.
12. Agrees to perform periodic inspections of the project site after the grant period to ensure that all participating landowners and land operators are complying with the CSA maintenance requirements and applicable administrative code governing this agreement.
13. Shall not issue funds under this agreement to individuals that are delinquent in child support or child maintenance payments per s. 144.25(9)(L), Wis. Stats. Prior to signing a CSA agreement with the landowner or operator, the GRANTEE shall verify that CSA recipient is non-delinquent by viewing the Department of Workforce Development website.
14. Agrees to comply, at its own expense, with annual Single Audit requirement. Annual Single Audit requirements are specified in 2 *CFR Part 200*, titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also referred to as "Uniform Guidance"). The GRANTEE agrees to have an audit performed in accordance with the Uniform Guidance if the GRANTEE expends \$750,000 or more in combination of state and federal funds during the calendar year. Wisconsin State Single Audit Guidelines may be found at: <http://www.doa.state.wi.us/Divisions/budget-and-finance/financial-reporting/state-controllers-office/state-single-audit-guidelines> issued by the Wisconsin Department of Administration (DOA), State Controller's Office.
15. Agrees to submit quarterly progress reports about this project to the DEPARTMENT's regional Nonpoint Source Coordinator identified in Part 1 above using a form specified by the DEPARTMENT.
16. May request partial reimbursements from the DEPARTMENT for completed project components. Reimbursements are not possible for work done before or after the grant period identified in Part 1 above or for components not specified in the Part 3 of this agreement. Reimbursements are contingent upon



availability of funds. Reimbursement request(s) must be submitted to the DEPARTMENT regional Nonpoint Coordinator identified in Part 1 above and must be accompanied by proof of purchase documentation (examples include consultant/contractor contracts and invoices).

17. Agrees to submit a Final Report (DNR Form 3400-189) to the DEPARTMENT regional Nonpoint Source Coordinator, in conjunction with request for final payment, that details practices installed, results expected/obtained, and maintenance strategy for BMPs installed. The DEPARTMENT shall not issue final payment to the GRANTEE until the Final Report is approved by the DEPARTMENT regional Nonpoint Source Coordinator. Use this link to access Final Report materials under the "Resources" tab: <http://dnr.wi.gov/Aid/NOD.html>
18. Shall ensure that DEPARTMENT representatives have access to land on which grant-funded activities are being planned or undertaken, before, during and after BMP installation.

A.8. The DEPARTMENT:

1. Promises, in consideration of the covenants and agreements made by the GRANTEE, to obligate for the GRANTEE the amount identified in Part 2 above and to tender to the GRANTEE that portion of the obligation that is required to pay the DEPARTMENT's share of the costs based on the cost-share percentage listed on Part 2 above for work performed and expenses incurred during the grant period noted in Part 1 above for eligible project costs.
2. Agrees that the GRANTEE shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided in this document. The DEPARTMENT reserves the right only to inspect the job site or premises for the sole purpose of ensuring that the project is progressing or has been completed in compliance with this agreement. The DEPARTMENT takes no responsibility of supervision or direction of the performance of the agreement to be performed by the GRANTEE or the GRANTEE's employees or agents. The GRANTEE is an Independent Contractor for all purposes, not an employee or agent of the DEPARTMENT. The DEPARTMENT further agrees that it will exercise no control over the selection and dismissal of the GRANTEE's employees or agents.
3. Agrees to notify the GRANTEE at the beginning of each calendar year about award of Federal funds in a prior calendar year as an aid for GRANTEES that undergoing Annual Single Audit.

**B – Special Conditions**

**B.1. Natural Heritage Concerns.** If historical/cultural artifacts are unearthed or environmental hazards are discovered during any earth disturbance activity under this agreement, the GRANTEE must immediately stop construction activities and notify the DEPARTMENT's regional Nonpoint Source Coordinator to determine the appropriate response.

**B.2. Compliance Notification.** GRANTEE shall provide a written record to the cost-share recipient of any croplands and livestock facilities brought into compliance with ch. NR 151 performance standards and prohibitions as a result of a project conducted under this agreement. A copy of that written record shall be provided to the DEPARTMENT's regional Nonpoint Source Coordinator. The written record shall clearly identify:

- the locations of the livestock facilities or croplands brought into compliance;
- the specific performance standards and prohibitions with which each of the identified livestock facilities and croplands comply;
- a statement that, under Wisconsin law, compliance at these sites must be maintained in perpetuity regardless of future cost-sharing.

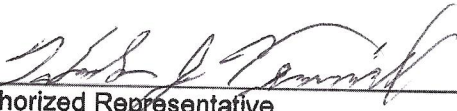
**B.3. WPDES Permit Potential.** GRANTEE shall withhold reimbursement from cost-share recipients who, within twelve (12) months of commencing construction of a practice funded under this agreement, intend to expand livestock operations to the extent that they will be required to apply for a WPDES permit under s. NR 243.12 (1) (a) or (b), Wis. Adm. Code, if such practice(s) would be covered under the permit. If reimbursement is made within this timeframe, GRANTEE shall require the cost-share recipient to return all applicable reimbursements.

**PART 6. INELIGIBLE COSTS**

1. Costs incurred, or work performed, either prior to or after the grant period identified in Part 1 above, unless specifically authorized in the grant Scope.

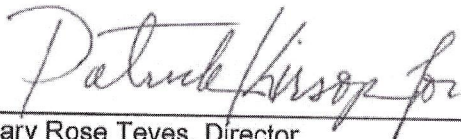
2. Costs for installation of a BMP that does not meet the conditions of the applicable administrative codes governing this grant or that are inconsistent with the grant application.
3. Costs for BMPs identified as ineligible in the applicable administrative codes governing this grant or that are specifically excluded in a grant approval letter.
4. Costs that exceed or do not satisfy the cost containment procedures of the applicable administrative code governing this grant.
5. Costs to perform operation and maintenance of BMPs.
6. Costs specified in NR. 153.15(2), Wis. Admin. Code.

FOR THE GRANTEE  
By

  
Authorized Representative  
**HERBERT J. TENNES**  
**COUNTY BOARD CHAIR**  
Title

1/12/16  
Date Signed

FOR THE STATE OF WISCONSIN  
By

  
Mary Rose Teves, Director  
Bureau of Community Financial Assistance

14 December 2015  
Date Signed

(Print Name, if Different from Authorized Government Representative in Part 1.)

 1-12-16  
**Brenda J. Jaszewski**  
**Washington County Clerk**



## PROJECT CONTACT PAGE

**INSTRUCTIONS:** In the spaces below, insert contact information for the person **most directly involved** with this particular project. The Department will contact the person named for all matters related to this project.

Grant No.	TMD-TMD67000Y16
Governmental Unit	Washington County
Project Contact Name	Paul Sebo
Project Contact Title	County Conservationist
Project Contact Mailing Address	333 E. Washington St. PO Box 2003 West Bend, WI 53095
Project Contact Phone Number (direct):	(262) 335-4805 Extension:
Project Contact E-Mail Address:	paul.sebo@co.washington.wi.us

Address to which reimbursement checks should be sent if different than contact information above:

Name	
Title	
Mailing Address	
Phone Number (direct):	( ) Extension:
E-Mail Address:	

If information provided on this page -- or any information in Part 1 of this grant agreement -- should change during the Grant Period, please provide that information to DNR Nonpoint Grant Manager and the DNR regional Nonpoint Source Coordinator.

Please complete this Contact Page and transmit with the signed grant agreement using one of the return methods below. (Email is preferred.)

Via E-mail:	Via US Postal Service:
<a href="mailto:DNRCFANONPOINTGRANTS@wisconsin.gov">DNRCFANONPOINTGRANTS@wisconsin.gov</a>	Nonpoint Grant Manager Bureau of Community Financial Assistance Wisconsin DNR P. O. Box 7921 Madison, WI 53707-7921

Thank you very much.

Staff of DNR Nonpoint Source Grant Program