

2024

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS



Applications must be postmarked and mailed by
★ April 15 ★
(or April 16/17, if April 15 falls on a Sunday/Saturday)

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts. EGAD: 3800-2022-08

**Bureau of Watershed Management
Bureau of Community Financial
Assistance**

**Wisconsin Department of Natural
Resources**

12/07/2022

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

Contents

Glossary of Terms & Definitions.....	3
General Information.....	5
Completing Your TRM Application	8
Instructions For Completing Form 8700-332.....	8
Assembling & Submitting Your TRM Application	9
Applicant Information.....	11
Part I: Project Information	12
A. Location of Project area	12
B. Watershed, waterbody, & Pollutants	13
C. Environmental Hazards Assessment	14
D. Endangered & Threatened Resources, & Archeological & historic sites.....	14
E. Pro-Rating For Existing Versus New Development	15
F. Alternative Funding Possibility	17
G. Maps & Photographs	18
Part I: Eligibility Filters.....	19
H. Filters	19
I. Best Management Practices (BMPs) For Which DNR Funding Is Requested.....	23
Part II: Competitive Elements	24
1. Fiscal Accountability – 45 Points.....	24
2. Project Description – 40 Points.....	37
3. Project Evaluation Strategy – 10 Points	39
4. Water Quality Need – 40 Points	42
5. Public Drinking Water Supply Bonus Points – 7 Points.....	44
6. Nature of Water Quality Impact – 15 Points.....	46
7. Evidence of Local Support – 10 Points	47
8. Disadvantaged Community Bonus Points - 5 Points	48
9. Consistency With Other Resource Management Plans – 1 Points	49
Part III: Local Enforcement Multiplier.....	50
Optional Additional Information.....	51
Applicant Certification	51
Attachment A: Geographic & Water Resource Information for Watersheds.....	52
Attachment B: Land Acquisition-Fee Title or Easement.....	53

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

Attachment C: Water Quality Need Categories.....55

Attachment D: Additional Best Management Practice Information58

Attachment E: Public Drinking Water Supply Bonus Points 61

Attachment F: Environmental Hazards Assessment.....62

Attachment G: Inter-Governmental (Inter-Municipal) Agreement Template.....63

Attachment H: Governmental Responsibility Resolution (GRR)..... 64

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GLOSSARY OF TERMS & DEFINITIONS

As referred to herein, the following words and phrases are defined as follows.

Authorized Responsible Government Official

The grantee's Authorized Responsible Government Official is the government official authorized by the applicant's government responsibility resolution (GRR) to do all of the following:

- sign a grant agreement between the local government (applicant) and the Department of Natural Resources (DNR);
- enter into cost-share agreements with landowner/operator to install best management practices;
- make cost-share payment to landowner/operator after payment is requested, evidence of contractor payment by landowner/operator has been received, and grantee has verified proper BMP installation;
- sign and submit reimbursement claims along with necessary supporting documentation;
- sign and submit an Environment Hazards Assessment Form, if required; and
- take necessary action to undertake, direct and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, fulfilling the requirements of the grant agreement, carrying out acquisition or development project (e.g. obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting final report, grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance).

Enlarged Fracture

Enlarged fracture means a solution-enlarged or widened bedrock fracture that usually narrows with depth.

Governmental Unit

Governmental unit means any unit of government including, but not limited to, a county, city, village, town, tribe, metropolitan sewerage district created under ss. 200.01 to 200.05 or 200.21 to 200.65, Wis. Stats, town sanitary district, public inland lake protection and rehabilitation district, regional planning commission or drainage district operating under ch. 89, Wis. Stats., or ch. 88, Wis. Stats. Governmental units also include school districts.

Pavement

Pavement means extensive bare areas of exposed bedrock surfaces with many enlarge fractures of sinkhole features.

Sinkhole

Sinkhole is a topographic depression (unless filled) in which bedrock is dissolved or collapsed. Sinkholes may be open, covered, buried, or partially filled with soil, field stones, vegetation, weathered bedrock, water or other miscellaneous debris. Sinkholes are usually circular, funnel-shaped or elongated. Sinkhole dimensions vary by region. Wisconsin sinkholes generally range between 20 to 30 feet in diameter and four to ten feet deep, although some can be wider and/or deeper.

Spring/Seep

Spring/Seep is an intermittent or permanent seepage of water from ground surface or bedrock outcrop or karst area.

Swallet

Swallet is a place where surface or storm water drainage disappears underground.

Waters Of The State

Waters of the state includes the portions of Lake Michigan and Lake Superior within the boundaries of Wisconsin, all lakes, bays, rivers, streams, springs, ponds, wells, impounding reservoirs, marshes, water courses, drainage systems, and other surface or groundwater, natural or artificial, public or private within the State or under its jurisdiction except those waters which are entirely confined and retained completely upon the property of a person

GENERAL INFORMATION

The Targeted Runoff Management (TRM) Grant Program is a cost-share **reimbursement** grant program. The maximum cost-share rate 70% of eligible expenses (up to 90% for economic hardship), up to a maximum award of \$225,000. The cost-share rate for some practices may be 50%.

Grant applications are reviewed and ranked via a competitive process. Figure 1, Small-Scale Urban TMDL *Targeted Runoff Management Scoring System Flow Chart* illustrates the evaluation process used in evaluating and ranking applications.

Small-Scale Urban Total Maximum Daily Load (TMDL) projects compete directly with Small-Scale Agricultural TMDL projects. Applicants are notified of their application's rank and funding status in the fall of the calendar year that the application was submitted. The two-year grant period typically starts in January of the following year, although a delay in the adoption of state or federal budgets can delay this timetable.

Small-Scale Urban TMDL projects shall be designed to achieve attainment of non-agricultural performance standards established by the department under s. 281.16 (2), Stats. and must address existing urban development (s. NR 151.002(14g), s. NR 153.15(2)).

Small-Scale TRM project funding has certain sideboards and limitations that potential applicants should consider when deciding whether to apply. These include:

- Small-Scale TMDL projects contribute to the removal of surface waters from the state's impaired waters list in a way that is consistent with TMDL reports and TMDL implementation plans. A list of Wisconsin's EPA-approved TMDLs is available at: http://dnr.wi.gov/topic/impairedwaters/approved_tmdls.html. More details about TMDLs are provided in the "Project Information" section of the instructions.
- Projects must be completed in 2 years, with a possible extension to a third year if warranted.
- The maximum amount of funding that a grantee may receive in multiple grant awards in any one year generally cannot exceed 20% of the available grant funds for a particular project category. Projects on the ranked list whose selection for funding would exceed 20% of available funds for a particular category are moved to the bottom of the list and funded only if funding remains after all other eligible projects have been funded.
- Small-scale projects must involve construction or implementation of best management practices (BMPs) to control nonpoint source pollution. This funding can also be used for engineering services, such as design and construction inspection.
- BMPs eligible for cost sharing under the TRM Grant Program are identified in the application in [Attachment D](#). The state cost-share rate covers either 50% or 70% (depending on the practice) of total eligible project costs. The total state share of the project costs cannot exceed \$225,000.
- The Wisconsin Department of Natural Resources (DNR) will not fund in-line storm water treatment practices located in a navigable water or wetland.
- An applicant may submit more than one small-scale project application. However, if more than one project is proposed on lands which are contiguous **and** under common ownership, the projects will be taken as a group when considering the monetary cap. Features, such as water bodies or roads, which separate any part of a parcel from any other part do not render the parcel of land non-contiguous. Only ranked projects with a collective requested amount that is within the funding cap will be considered for initial selection

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

- Funds from the Department of Agriculture, Trade and Consumer Protection (DATCP) may **not** be used to fulfill the local-share requirement.
- Federal and state funding sources are used for these projects. All projects are eligible to access the state funds. Some projects are eligible to access the federal funds. This includes projects that implement the goals and recommendations of an EPA-approved watershed-based “9 key element” plan.
- The application may also be used by the City of Racine to apply for urban BMPs in order to meet requirements of a Total Maximum Daily Load (TMDL) or storm water permit. The City of Racine must also complete the supplemental application (DNR Form 8700-332R) for non-TMDL projects.

Grantee Responsibilities

- Grantees must request final reimbursement no later than 60 days after the end of the grant period.
- The applicant must apply separately for any DNR permits (e. g., Chapter 30 or 31). DNR approvals issued under this grant program do not automatically meet the approval requirements of other DNR programs, such as chs. 30 or 31, Wis. Stats., permit(s).
- Grantees will be required to submit a Final Report using the DNR’s BMP Implementation Tracking System (BITS) summarizing the results of the project, including before and after photos. Further details about the Final Report are provided in the grant agreement.

Special Information For Grantees Seeking Reimbursement From The DNR

With recent approval of the Bond Counsel (Dec 2017), grantees may now request reimbursement of bond-eligible practices from the DNR even if the grantee has not first reimbursed the landowner. It had been a long-established practice of this program that grantees must first reimburse a landowner the appropriate cost-share percentage before requesting reimbursement from the DNR. With this change in grant administration, the DNR will reimburse grantees so long as the grantee can show that the landowner has paid 100% of its costs for practice installation AND the grantee can confirm that funds received from the DNR have been issued to the landowner in under 60 days. The DNR understands that grantees have processes in place that often require Committee approval before payment to a landowner can be made by the grantee AND some local governments only issue payment checks two times per month. As a result, it is understood that grantees will likely deposit funds received from the DNR before payment is issued to the landowner. Funds received from the DNR must be placed in a separate account; grantees may not co-mingle funds received from the DNR with other grantee funds. Further, funds received from the DNR must be kept in a separate account that does not earn interest. Failure to comply with these requirements will harm the relationship the State of WI has with the Internal Revenue Service related to the use of bond revenue and may result in this funding flexibility being withdrawn by the Bond Counsel.

Call your DNR Regional Nonpoint Source (NPS) Coordinator early.

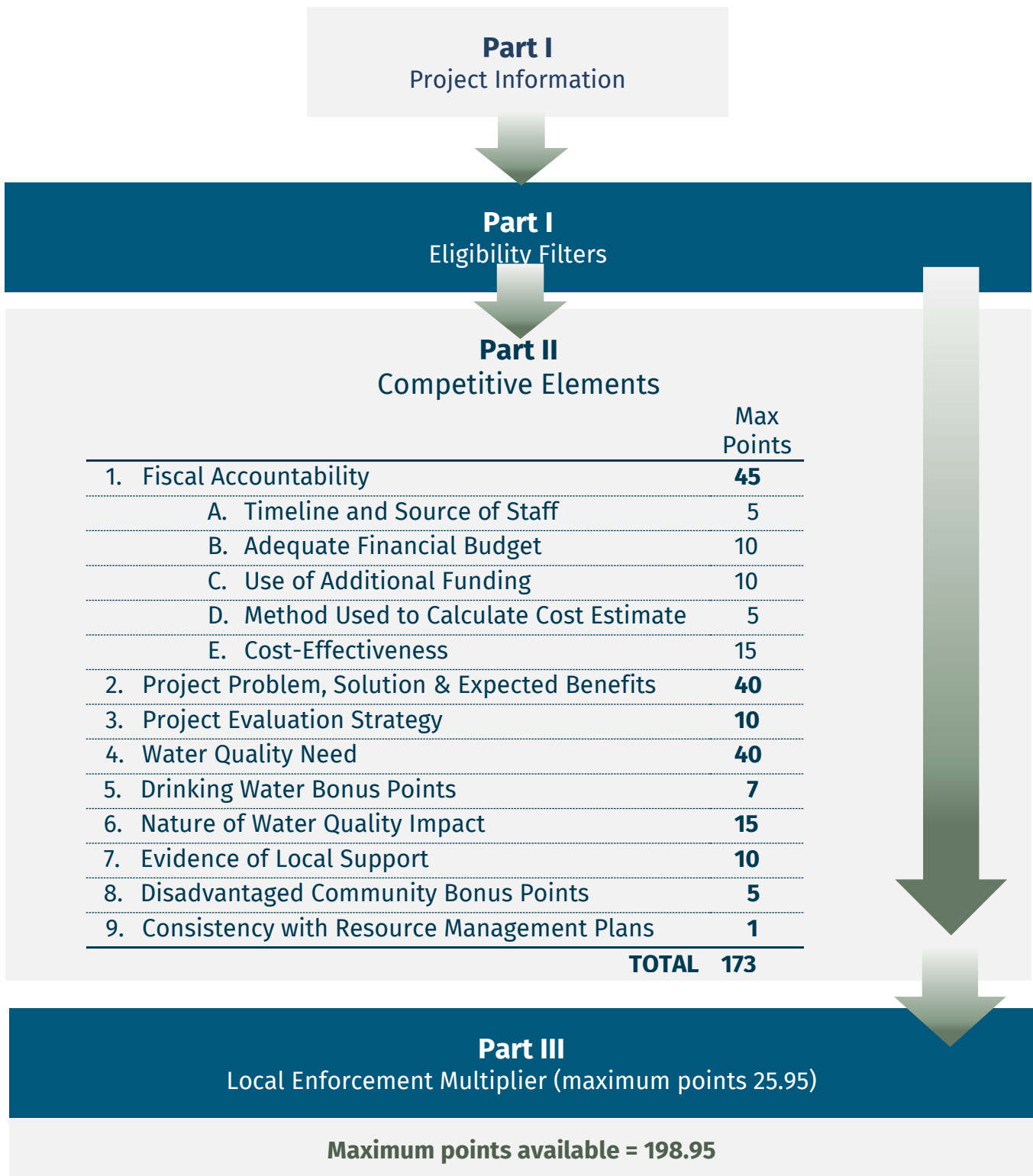
Coordinators can provide assistance in planning your project.

Pre-application contact with your DNR Regional NPS Coordinator is also a grant eligibility requirement.

Go to <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html> for contact information.

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

Figure 1. Small-Scale Urban TMDL TRM Screening & Scoring Process



TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

COMPLETING YOUR TRM APPLICATION


INSTRUCTIONS FOR COMPLETING FORM 8700-332

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • Contact your local DNR Nonpoint Source Coordinator to discuss the proposed project, including each of the following: <ul style="list-style-type: none"> ○ Field Evaluation Monitoring ○ Project eligibility ○ Proposed BMP selection/sizing ○ Required permits and other feasibility issues ○ Water quality need ○ Watershed plan if Non-TMDL 	<p>Applicants are required to contact their local NPS coordinator prior to application submittal, in order for their application to be eligible for funding consideration. Find your local Nonpoint Source Coordinator at: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html.</p>
<ul style="list-style-type: none"> ○ Draft a Governmental Responsibility Resolution (GRR) that identifies and authorizes a Responsible Governmental Representative(s) to submit the application and subsequent required forms on behalf of the applicant/local unit of government. ○ Get approval/execution of the draft GRR on the agenda of the next local government board/committee meeting before the application due date. This often requires significant lead time. 	<p>Applicants are required to attach to an executed GRR to their application that identifies and authorizes a Responsible Governmental Representative(s) authorized (or authorized government official position title) to submit the application and subsequent required forms on behalf of applicant/local unit of government. The signature on the application must be consistent with the Governmental Responsibility Resolution. A GRR template is included in Attachment H.</p>
<ul style="list-style-type: none"> ○ Save the current version of Form 8700-332 Targeted Runoff Management (TRM) Grant Program Small-Scale Urban TMDL Application onto your hard drive. ("Save as" your chosen file name.) ○ Fill the form in electronically. Use the "Tab" key to move to the next field or link. Otherwise, use the "Enter" key to update a field and click in the next fillable field. Provide all applicable information required by the application. 	<p>The Small-Scale Urban TMDL TRM application form and instructions are posted on the DNR web site http://dnr.wi.gov/Aid/TargetedRunoff.html in January of each calendar year.</p> <p>Under the authority granted by Wisconsin Administrative Code, DNR may deny consideration of submittals that are incomplete. This includes applications missing required information and projects that may be significantly delayed by DNR review to determine compliance of the project with other state laws, such as Chapter 30, Wis. Stats. (Unless otherwise noted, all citations refer to Wisconsin Administrative Code.)</p>

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

ASSEMBLING & SUBMITTING YOUR TRM APPLICATION

1. Assemble one original copy of your completed application (current version of DNR Form 8700-300) including all attachments, with a signature by the Responsible Government Official authorized to sign contracts on behalf of the governmental unit by the GRR attached to your application.
2. The assembled application must conform to the following:
 - All pages in the application, including maps, must be 8.5 x 11 inches in size.
 - Each page must be **numbered** and contain an identifying project name that matches the name listed in the required "Project Name" field on the first page of the application.
 - If you attach narrative responses on a separate sheet(s), each page must be numbered, include the project name, be labeled with the respective question description and number, and the question's page number.
3. The signed application and attachments should be saved in at least two separate PDF files (e.g., GranteeName_ProjectName_SS_TRM_Urban_Application, GranteeName_ProjectName_SS_TRM_Urban_Attachments).
4. Send the application files using this WI Box Dropoff Portal: <https://wibox.wi.gov/dropoff/>



Drop-off Portal
Compose your message and attach your file:

From: JGriffin@Dane.wi.gov

To: DNRCFANONPOINTGRANTS@wisconsin.gov ✕

Subject: Small-Scale Urban-TMDL TRM - Big Creek Streambank - Dane County

Message:
Hello,
Here is our Small-Scale TRM application for the Big Creek Streambank Project. Please let me know when you receive it.
Thank you.
Joanna

Drag & Drop Files Here

or

[Browse Computer](#)

[Send Message](#)

From: JGriffin@Dane.wi.gov

To: DNRCFANONPOINTGRANTS@wisconsin.gov ✕

Subject: Small-Scale Urban-TMDL TRM - Big Creek Streambank - Dane County

Message:
Hello,
Here is our Small-Scale TRM application for the Big Creek Streambank Project. Please let me know when you receive it.
Thank you.
Joanna

The data fields need to be filled out the following way:

From: Your email address

To: DNRCFANONPOINTGRANTS@wisconsin.gov

Subject: Application Type- Project Name-Applicant Name

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

OR

Email the application files or a link to a different FTP site to DNRCFANONPOINTGRANTS@wisconsin.gov.

5. If the application was signed by hand by the Authorized Responsible Government Official (ARGO) and scanned, the application could be submitted by the local contact, consultant, or other staff person. If the application was signed electronically, the application must be submitted by the ARGO directly via email. If the ARGO is not able to submit the application directly, the ARGO may send an email stating their approval of the grant submission. This email will be kept with the grant file.
6. Application submittals must be dated/postmarked no later than April 15 (April 16/17, if the 15th falls on a Sunday or Saturday).

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

APPLICANT INFORMATION

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Enter the calendar year that the grant award will start. The grant award year is the calendar year following this application year. Enter the project name. The project name should be a unique identifier of this particular project. Enter the name of the governmental unit applying and the applicant's web address. The applicant must be a governmental unit. 	<p>Governmental unit means any unit of government including, but not limited to:</p> <ul style="list-style-type: none"> a county, city, village, town, tribe, metropolitan sewerage district created under ss. 200.01-200.15 or 200.21-200.65, Wis. Stats.; town sanitary district, public inland lake protection and rehabilitation district, regional planning commission or drainage district operating under ch. 89, Wis. Stats., or ch. 88, Wis. Stats; and school districts.
<ul style="list-style-type: none"> Enter the name and contact information of the applicant's "Responsible Government Official/Authorized Signatory". The Responsible Governmental Unit's Official / Authorized Signatory is the Government Official authorized to sign the grant application on behalf of the governmental unit. 	<p>The Governmental Unit's Official / Authorized Signatory must be consistent with the name or job title of the individual authorized by the Governmental Responsibility Resolution form attached to this application (See Attachment H).</p> <p>The Authorized Signatory cannot be a consultant.</p>
<ul style="list-style-type: none"> Enter the name and contact information of the applicant's "Contact Person". The Grant Contact Person is the Government Official or staff person most directly involved in the implementation of this project. If the Grant Contact Person is the same as the Governmental Unit's Authorized Signatory, write same in the Contact Person box and leave the remaining fields on the right half of Part I blank. 	<p>The Grant Contact Person <u>cannot</u> be a consultant.</p>

PART I: PROJECT INFORMATION

A. LOCATION OF PROJECT AREA	
DIRECTIONS	EXPLANATION
<p>Enter the project location.</p> <ul style="list-style-type: none">• Provide the latitude (North, 4 – 7 decimal places) and longitude (West, 4 – 7 decimal places) for a single point located approximately in the center of the project area. Indicate the method used for determining this data point.• Provide the county and minor civil division name(s) (example: Holland, Town of) where the project area is located.• List the State Assembly and Senate district numbers.	<p>Use the Surface Water Data Viewer (SWDV) found at: https://dnrm.wi.gov/H5/?viewer=SWDV as needed, to assist you in completing the project location information.</p> <p>See Attachment A for assistance in using the Surface Water Data Viewer.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

B. WATERSHED, WATERBODY, & POLLUTANTS

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Identify the location where the project's water quality benefit will originate. <ul style="list-style-type: none"> Provide the name of the watershed Provide the corresponding watershed code Provide the name of the primary waterbody Provide the name of the nearest waterbody Provide the 12-digit Hydrologic Unit Code (HUC) If the project is in more than one watershed, submit a separate application for each watershed, unless this application is for a street sweeper. DNR understands that street sweepers may at times operate across watershed boundaries and a separate application is not necessary. If the watershed, watershed code, water body, and 12-digit HUC are unknown, see Attachment A and Surface Water Data Viewer at https://dnrm.wi.gov/H5/?viewer=SWDV for assistance in retrieving this information. Select the type of nonpoint source pollutant(s) controlled by the project. 	<p>A watershed is the geographic area draining to a specific portion of a surface or groundwater resource. It is the area of land where all the water that is under it or drains off it goes into the same place. The watershed for a "major river" may encompass several smaller watersheds that ultimately combine at a common point. The state has been divided into 334 watersheds.</p> <p>The nearest waterbody is the stream, river, or lake in closest proximity to the proposed project. The primary waterbody is the one for which credit is taken in Filter questions 2 and 3 and Competitive question 4 of this application. In some cases, the primary water body is also the nearest water body. In others, the primary water body is another downstream water body, such as a river on the section 303(d) List of Impaired Waters, which will benefit from the proposed project.</p> <p>Watersheds in the United States were delineated by the U.S. Geological Survey using a national standard hierarchical system known as "hydrologic units." A hydrologic unit pertains to a surface water drainage area of a particular scale. Each hydrologic unit is identified by a unique hydrologic unit code (HUC). Provide the 12-digit HUC, which represents subwatersheds.</p> <p>Nonpoint source pollution or polluted runoff may consist of any number of natural or human-made pollutants, such as fertilizer, pesticides, oil, grease, salt, and bacteria. Nutrients and sediment are two nonpoint source pollutants commonly addressed in TRM grant projects.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

C. ENVIRONMENTAL HAZARDS ASSESSMENT

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Check the appropriate boxes for this project. 	<p>If this project involves excavation for an urban BMP or purchase of land or an easement, DNR requires that the Environmental Hazards Assessment (EHA) Form be submitted with the application. The EHA Form, 1800-001, is available at: http://dnr.wi.gov/files/pdf/forms/1800/1800-001.pdf. You must also consult the Remediation & Redevelopment (RR) sites map found at: http://dnr.wi.gov/topic/Brownfields/rrsm.htm and answer whether or not there are open or closed sites anywhere on the property where the excavation will occur or on an adjacent property. View the map at a scale of 1:8529 or less so you can see adequate detail. The scale is located at the bottom of the map.</p> <p>When filling out the EHA Form, use the information from the Bureau of Remediation and Redevelopment RR Sites Map review and answers to the application Project Information Environmental Hazards Assessment question on the grant application to answer the history of contamination on or adjacent to the project property questions on the EHA Form. Also see Attachment F for further information.</p>

D. ENDANGERED & THREATENED RESOURCES, & ARCHEOLOGICAL & HISTORIC SITES

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Check the boxes if you already know that these conditions are present. 	<p>DNR will evaluate applications selected for funding to determine compliance with the related state laws.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

E. PRO-RATING FOR EXISTING VERSUS NEW DEVELOPMENT

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • If the project will serve only existing development, check the box and the default percentage will be 100% since the entire project serves existing development. • If the project includes new development, do not check the box. Enter the percent of the area served by the BMP project that does meet the definition of existing and attach the land use information and flow data for the present and future conditions of the project area. 	<p>A project must be in an area that is urban and in existence on October 1, 2004, to be funded. Any area that is developed after that date is considered new development.</p> <p><i>Note: The water quantity or flood control features of a BMP are not eligible for Cost Sharing. To the extent known at the time of the application, such features should be taken into account in the financial budget table of the application, by entering the project costs eligible for DNR Cost Sharing in Column C.</i></p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

DIRECTIONS	EXPLANATION
<p>To determine the percentage of the project that serves existing development:</p> <ul style="list-style-type: none"> • Identify the number of acres in the drainage area, categorized by land use, and identify which acres are existing urban areas and which are not. Existing urban area is defined as development at the time of the grant application where the buildings are already constructed, and the site stabilized. It does not refer to areas only zoned urban. • Urban land use should be further categorized by commercial, industrial, institutional and/or residential (high, medium or low density) usage. Calculate the runoff volume using one of the following methods: • Compare the volume from the existing urban land uses to the volume in the design condition. The design volume is based on the total runoff coming to the practice in the full build-out condition, using the average annual or the 2-year, 24-hour event (depending on what method was used to estimate existing urban flows). Calculate a percentage and enter it into the application box. 	<p>If using a model like WinSLAMM (Source Loading and Management Model for Storm Water Management) or the urban catchment model, P8 (Predicting Polluting Particle Passage (through) Pits, Puddles & Ponds), calculate the volume on an average annual basis.</p> <p>OR</p> <p>If using the U.S. Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) model TR-55 (Urban Hydrology for Small Watersheds, 2nd Edition, release 55), calculate the volume for the 2-year, 24-hour design storm.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

F. ALTERNATIVE FUNDING POSSIBILITY

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Check this box if applicant requests that the DNR also submit a copy of this application to the Clean Water Fund Program (CWFP). 	<p>The project may be eligible for a subsidized rate loan from the Clean Water Fund Program (CWFP) or Small Loan Program (SLP), whether or not you apply for a TRM grant. If applying for the grant, the portion of the project not funded by the TRM grant (including the Local Share) may be eligible. This application can serve as a Notice of Intent (NOI) to apply for CWFP or SLP loans.</p> <p>The DNR grant staff will submit a copy of this application to the Clean Water Fund Program (CWFP). This submittal serves to waive the deadline for submitting an “Intent to Apply” form for CWFP funding; it is not a substitute for a CWFP loan application or interest rate subsidy application. For more information, visit the website at: http://dnr.wi.gov/aid/eif.html.</p>
<ul style="list-style-type: none"> Check this box if the applicant requests that the DNR also submit a copy of this application to the upcoming Sewer Overflow & Stormwater Reuse Municipal Grant (OSG) Program. 	<p>The portion of the proposed project not funded by a TMR grant (including the local share) may be eligible for a grant from the Clean Water Act “Sewer Overflow & Stormwater Reuse Municipal Grant (OSG) Program”. If you check this box, the DNR TRM grant staff will submit a copy of this application to the OSG Program. Checking this box in your Small-Scale Urban TMDL TRM grant application serves as a “notice of interest” for OSG grant funding availability. It is <u>not</u> a substitute for an OSG application. The DNR will be administering Wisconsin’s allocation of this funding from the U.S. Environmental Protection Agency (EPA). More information regarding the OSG Program is available on the EPA web site at: https://www.epa.gov/cwsrf/sewer-overflow-and-stormwater-reuse-municipal-grants-program.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

G. MAPS & PHOTOGRAPHS

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • Create a topographic map and an aerial photo map (8.5" X 11" copies) of the project area. Both maps must show all the following: <ul style="list-style-type: none"> ○ project boundaries; ○ perimeter of the project drainage area and 12-digit HUC ○ major roads, including road names, in the project area; and • Label all maps with the project name and include a north arrow. 	<p>Maps can be created using obtained from DNR's Surface Water Data Viewer, http://dnrmapping.wi.gov/sl/?Viewer=SWDV/</p> <p>See Attachment A for more information about DNR's surface water data viewer.</p> <p>Failure to submit a map may result in removal of the application from further consideration.</p> <p>Submittal of an aerial photo and project area photos may enhance the reviewer's understanding of the project and its location.</p>

PART I: ELIGIBILITY FILTERS

H. FILTERS

The filters help determine eligibility of the applicant and project for a Small-Scale Urban TMDL TRM grant. They are a means to measure whether an appropriate level of effort has been directed toward the success of the project. The applicant must be able to answer “Yes” to questions 1 through 8 and 14 and “Yes” or “N/A” (Not Applicable) to questions 9 through 13 to be eligible for a grant.

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Check yes to filters 1 through 3 if the proposed project meets these filters. If filter 3 was selected as “Yes” provide the name of the applicable impaired water; the pollutant(s) that is causing the impairment and will be addressed by the project; and the title of the TMDL report and the page numbers of supporting information for this project. 	<p>Filter 1 The project must control urban runoff.</p> <p>Filter 2: The proposed project must be in a U.S. Environmental Protection Agency (EPA)-approved TMDL area.</p> <p>Section 303(d) of the federal Clean Water Act requires states to conduct water quality improvement analyses, called “Total Maximum Daily Loads” or TMDLs, for impaired waterbodies that are not meeting water quality standards. The goal of a TMDL is to set limits on pollutant levels to correct water quality impairments and achieve designated uses of waterbodies through attainment of water quality standards.</p> <p>Filter 3: If the applicant is requesting funding for BMPs which will directly implement the goals (pollutant-specific) of an EPA-approved TMDL, a DNR approved TMDL implementation plan, or an equivalent, check the “Yes” box. A list of Wisconsin’s approved TMDLs is available at: http://dnr.wi.gov/topic/impairedwaters/approved_tmdls.html.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • Check Yes to Filter 4 if the applicant certifies that the project is consistent with an approved Land and Water Resources Management Plan (LWRMP), plan amendment, or work plan. • Use the Project Description in the application to identify the goals, objectives or activities from the LWRMP, plan amendment or work plan related to the resource(s) of concern being addressed by the project. 	<p>Eligible TRM projects are consistent with an approved county LWRMP, plan amendment, or workplan.</p>
<ul style="list-style-type: none"> • Check yes to Filters 5 through 7 if the proposed project meets these filters. 	
<ul style="list-style-type: none"> • Check yes to Filters 8, 9, and 10 if the proposed project meets these filters. 	<p>Filter 8 requires the applicant to contact the local DNR NPS Coordinator prior to submitting the application. See: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html for NPS Coordinators by DNR Region. Please include information about what was discussed along with identifying the means of contact (i.e., e-mail, telephone call, etc.). Permit issues and other potential obstacles to approval or eligibility of the proposed project should be discussed at this time. The NPS Coordinator will help you determine if the proposed project is viable and eligible.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

DIRECTIONS	EXPLANATION
	<p>project is not eligible for grant funding. Cost sharing for property acquisition for a BMP installation may be reimbursed retroactively (see Attachment B).</p> <p>Filter 10: should be selected if this application is a joint application among local units of government. A draft Inter-Governmental Agreement is attached (see Attachment G)</p>
<ul style="list-style-type: none"> • Check yes to Filters 11, 12 and 13 if the proposed project meets these filters. • For Filter 11 and projects on intermittent or perennial waterways, please visit DNR’s Surface Water Data Viewer Map, 24K Hydro Layer at: https://dnrm.wisconsin.gov/H5/?viewer=SWDV. If the information shows your urban storm water treatment practice will be located in a perennial stream, intermittent stream, or a wetland, your project is ineligible for funding, and you should not submit this application. • For Filters 12 and 13, visit the following to confirm that your storm water treatment practice will not be located in any wetlands: Wisconsin Wetland Inventory and Wetland Indicators at: https://dnrm.wisconsin.gov/H5/?Viewer=SWDV&runWorkflow=Wetland 	<p>Filters 11, 12 and 13 are specifically for projects involving installation of an urban storm water treatment practice, ponds or other structural practices and confirm that the proposed project is not located in any intermittent or perennial navigable water or wetlands. The DNR will not fund any urban storm water practice located in a navigable water or wetland, regardless of whether the practice is being installed to meet a Wisconsin Pollutant Discharge Elimination System (WPDES) storm water permitting requirement. If you know that either of these situations exists, your application is ineligible for funding, and you should not submit it. If the application is not for an urban storm water treatment practice, leave the box blank.</p> <p>If either of these determinations has been made, please do not submit your application as your project is ineligible. DNR staff will be reviewing all grant applications to verify that wetlands and navigability criteria are met.</p> <p>In order to continue the application process, the determination and delineations must be completed by a qualified person in accordance with the DNR “Wetland Screening and Delineation Procedures Guidance” and show that the BMP will not encroach upon a wetland.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • If the information shows your urban storm water treatment practice is not going to be located in a perennial stream, intermittent stream or a wetland, then you may proceed with the application unless you know that recently either: <ul style="list-style-type: none"> ○ a wetland determination has been made for the site by DNR or the Army Corps of Engineers, or ○ DNR has made a navigability determination that the waterway is navigable or issued a waterway permit for the site. • If there is a potential for wetland presence, a wetland determination and/or delineation must be (or have been) completed, and a copy must be provided to DNR. 	
<ul style="list-style-type: none"> • Check Yes to Filter 14 if the applicant certifies that this project site is not specifically listed in an approved Adaptive Management Plan under s. NR 217.18, Wis. Adm. Code or a water quality trading plan pursuant to s. 283.84, Wis. Stats. AND the resulting reductions will not be credited towards the achievement of any WPDES requirement or performance goal. 	<p>Activities requiring coverage under a WPDES permit are not eligible for cost-sharing. Refer to s. NR 152.15(2)(f) for details.</p>

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

I. BEST MANAGEMENT PRACTICES (BMPs) FOR WHICH DNR FUNDING IS REQUESTED

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none">• Check all the BMPs for which DNR funding is requested.• Select any ancillary activities that are necessary to implement the BMP(s) requested.• Select any other costs that are eligible under this grant.	Determine that the specific project components are consistent with the cost-share eligibility provisions in Attachment D .

PART II: COMPETITIVE ELEMENTS

1. FISCAL ACCOUNTABILITY – 45 POINTS

The Financial Budget Table will automatically populate itself with each BMP selected by the applicant to address nonpoint source pollution in Part I of the application.

1A. TIMELINE & SOURCE OF STAFF		5 points
DIRECTIONS	EXPLANATION	
<ul style="list-style-type: none"> Provide a well-defined project timeline and staffing plan. <ul style="list-style-type: none"> Fill in target completion date and source of staff for each milestone and any additional milestones. 	<p>Applications which provide a well-defined project timeline demonstrate that the governmental unit has already planned the project extensively. This indicates that the project is ready to proceed and that it will be successfully completed within the grant period. See Example 1 for sample data to include. It is also preferred, although not required, for the application to identify additional milestones that reflect additional detail. Attachment D contains policies for eligible engineering services funding.</p>	

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

EXAMPLE

For each applicable milestone listed below, fill in the appropriate data:

Milestone	Target Completion Date (month/year)	Source of Staff
CSA signing	N/A	Not applicable
Completion of design	4/2021	Municipal staff
Obtaining required permits	6/2021	Municipal staff
Landowner contacts	2/2021	Municipal staff
Bidding	3/2021	Municipal staff
DNR approvals	5/2021	Municipal staff
Contract signing	5/2021	Municipal staff & Contractor
BMP construction	6-7/2021	Contractor
Site inspection and certification	8/2021	Municipal staff
Project evaluation	1/2022	Municipal staff
Purchase street sweeper		
Other (specify)		

SCORING

Timeline & Source of Staff	Points
Timeline and staffing plan are complete, project-specific and well-documented.	5
Timeline and staffing plan are complete, but less specific.	2-4
Timeline and staffing plan are not complete.	0-1

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

1B. ADEQUATE FINANCIAL BUDGET	10 points
DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • Fill in the project activities under the construction components section (column A). Use the space available on the application form to provide a detailed list of the project's activities and sub-activities where cost separation is practicable. • Enter an estimated eligible total cost for each component (column B). • Enter an amount eligible for DNR cost sharing (column C) • The construction subtotal will automatically calculate in Row 1. • Add total eligible cost and total eligible amount for cost sharing for Rows 2-5. • The grand total will automatically calculate in Row 6. • Fill in the percent proration. • Fill in the requested state share amount (Row 13). 	<p>The maximum state cost-share rate for construction of TRM urban BMPs is 70% of eligible costs. For urban projects, easement and/or fee-title land acquisition, storm sewer re-routing and removal of structures are cost shared up to 50% of eligible costs.</p> <p>Applications with a more detailed budget demonstrate that the project planning by the governmental unit is more advanced and is virtually ready to bid. That project is more likely to be successfully completed within the grant period.</p> <p>Please review the following instructions carefully. They will help you understand the principles of cost-sharing and funding caps as well as how the budget table is electronically populated based on some of your answers. We have provided an example of a completed Financial Budget table with illustrative data in Example 2 below. It is also preferred, although not required, for the application to identify additional detail where cost separation is practicable.</p>

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

Notes:

Cost-Share Eligibility Of Permeable Pavement Installation: Permeable Pavement costs can only be shared at 50% of the incremental difference between the cost of conventional pavements and the permeable pavement. See the budget example 1 in Table 1 below.

Cost Sharing For High-Efficiency Street Sweepers: Review the cost-sharing requirements for street sweepers in [Attachment D](#). The amount eligible for cost sharing is the incremental difference between a new standard broom-type sweeper and the cost of the new regenerative air, or vacuum-assisted sweeper. Please also be aware that, in selecting the street sweeper BMP, additional non-cost-shareable measures to implement an accelerated sweeping program are required. *An additional Budget Table example for a street sweeper purchase (Example 3) is provided at the end of the instructions for this question.*

Engineering Services: If a BMP construction project is selected for funding, reasonable engineering services are eligible for cost sharing. Engineering services include design and construction management and inspection services. Refer to [Attachment D](#) for additional information regarding cost-share eligibility for engineering services. Additional conditions described in the attachment govern reimbursement for these engineering services when provided by municipal staff (force account work).

Design: Design costs can be incurred prior to submittal of the application, or receipt of the grant, but will only be reimbursed when submitting reimbursement requests for the construction of the project. Any design of urban BMPs must receive DNR approval as identified in s. NR 154.04(42). DNR approvals issued under this grant program do not automatically meet the approval requirements of other DNR programs, such as chs. 30 or 31, Wis. Stats. permits.

Land Acquisition And Easement: If land acquisition or easements are a part of this project, they may be eligible for cost sharing. A property acquisition proposal, as identified in [Attachment B](#), must be submitted for those costs to be considered.

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

EXAMPLE Financial Budget Table – Standard BMP

Provide a detailed budget in this table for each of the proposed BMPs and ancillary activities checked in Part I.C. Enter costs for associated Engineering Services (design, construction management, and inspections) and Land Acquisition under Project Subtotals.

The state share may not exceed 50% of eligible costs. The grant amount is capped at \$225,000 for the installation of eligible BMPs and a maximum of \$50,000 for land acquisition.

A	B	C
List the BMP and detailed construction components of the BMP for which DNR funding is requested. Also list ancillary activities and those construction components for which DNR funding is requested.	Estimated Total Cost (\$)	Amount from Column B Eligible for DNR Cost Sharing (\$)
Wet detention pond		
Mobilization	3,000	2,500
Erosion Control Systems	5,000	4,000
Clearing & Grubbing	5,000	4,000
Excavation	60,000	40,000
Liner	12,000	8,000
Outlet Control Device	20,000	20,000
Spillway	2 000	2,000
Embankment & Freeboard Shaping	5,000	3,000
Permeable Pavement (add itemized list of costs)	75, 000	25,000
Cost of Conventional Pavement Installation = \$50,000		
Project Subtotals		
1. Construction Subtotal	\$187,000	\$108,500
2. Private Engineering Services (including design)	25,000	20,000
3. Storm Sewer Reroute	8,000	6,000
4. Structure Removal		
5. Land Acquisition (Fee Title & Easement)	\$70,000	\$70,000
6. Project Grand Totals (sum of rows 1 through 5)	\$290,000	\$204,500

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

In the rows above “Construction Subtotal,” provide the BMP construction components for which DNR funding is requested. Enter the total cost of each BMP in Column B. Urban BMP construction project components could include activities such as mobilization, site clearing, excavation, landscaping, etc. In Column C, list the amounts from Column B that are eligible for DNR cost sharing. Column C may be less than Column B if some or all of a component is ineligible. (In Example 2, some of the excavation and related costs are not eligible because the detention pond was over-sized to accommodate flood control capacity.) Enter only the eligible water quality treatment portion of the construction costs in Column C.

Some rows will fill automatically based on is entered in previous rows. For example, item 1. Construction Subtotal will automatically add the construction project components listed above. Row 7 “Grand Total” automatically sums rows 1 through 6

Construction and Engineering costs are cost-shared at a 70% cost-share rate. Land acquisition, storm sewer rerouting and structure removal are cost-share at 50%.

- **Row 1:** The “Construction Subtotal” automatically sums the construction project components listed.
- **Row 2:** Enter the estimated “Private Engineering Activities” costs. Engineering services could include design, construction management and inspection/certification services. Designs for which costs were incurred prior to submission of the grant application must conform to the requirements of ch. NR 154 to be considered for reimbursement. If the design is for an urban BMP, it must be submitted to the District Nonpoint Source Coordinator for approval by DNR in order to be eligible for reimbursement. Retroactive design costs must be included in the total project budget.
- **Row 3:** If storm sewer rerouting is required to construct/implement the BMP, enter the “Storm Sewer Reroute” amount.
- **Row 4:** If removal of structures is required to construct/implement the BMP, enter the “Structure Removal” amount.
- **Row 5:** Enter the “Land Acquisition” amount for all land acquisitions (fee title or easements) included in the proposed project. Land acquisition and easements are eligible for TRM funding when in support of a BMP construction project and can be reimbursed retroactively or during the grant period, in accordance with [Attachment B](#). A land acquisition proposal, as identified in [Attachment B](#), must be submitted with the TRM grant application materials. Also refer to [Attachment F](#) for information on Environmental Hazards Assessments, which are required for projects that include fee title or easement purchase.
- **Row 6:** The “Grand Total” row automatically sums rows 1 through 5.

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

EXAMPLE Cost-Sharing Worksheet

The Cost-Sharing Worksheet automatically computes the applicable cost-sharing amounts based upon the TRM grant program's cost-share rates and funding caps. The results of these calculations are also used to determine the scoring for question 7. "Use of Additional Funding."

Cost-Sharing Worksheet		Prorate %	Cost-Share %		
Eligible Costs:					
7. Construction and private engineering	\$128,500	100%	70%	\$	89,950
8. Land Acquisition: Fee Title & Easement	\$70,000	100%	50%	\$	35,000
9. Storm Sewer Rerouting	\$ 6,000	100%	50%	\$	3,000
10. Structure Removal		100%	50%	\$	0
Eligible Cost Share:					
11. Total Eligible Costs [sum rows 7 through 10]				\$	127,950
Cap Test:					
12. Maximum State Share [row 11 or \$225,000, whichever is less]				\$	127,950
State & Local Share:					
13. Requested State-Share Amount (Requested Grant Amount)				\$	127,950
14. Local-Share Amount [row 6, Column B less row 13]				\$	162,050

Eligible Costs:

- Row 7:** Automatically creates cost-share calculations based upon the amounts in rows 1 and 2 from Column C, multiplying that sum by 70% and incorporating the proration % for existing development, entered into the box in the "Project Information" section, question E. **Do not use the cost-share percentage to ask for less than the allowable State Share. If you want to ask for less than the allowable state share in order to get extra points in part C of this question, do this on line 13, below.**
- Row 8:** Provides an automatic calculation, multiplying row 5, column C (Land Acquisition: Fee Title and Easement) by 50% and by the applicable prorate percentage.
- Row 9:** Automatically creates the same set of calculations based upon amounts listed for "Storm Sewer Rerouting."
- Row 10:** Automatically creates the same set of calculations based upon amounts listed for "Structure Removal."
- Row 11:** Automatically calculates: Sums rows 7 through 10. This is the INITIAL State-Share computation. The next steps will determine whether the project exceeds the grant program cap.

Cap Test:

- Row 12:** Automatically calculates the grant program maximum State Share: [row 11 or \$225,000, whichever is less].

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

State & Local Share:

- **Row 13:** Enter the amount of state funding sought in this application. This is the requested State-Share amount. You may request a State Share equal to, or less than, the amount determined in row 12. If you choose to ask for less than the maximum state share from row 12, the project will score additional points under Question 1.C. below. For instance, if you requested less than \$127,950 in the above example, the project would be eligible for points under Question 1.C.
- **Row 14:** Shows the difference between the project's Total Cost and the State-Share amount [row 8, column B, less row 13] the amount the landowner or governmental unit must provide to complete the entire project.
- **NOTE:** Cost-sharing funds from the Department of Agriculture, Trade and Consumer Protection will be considered part of the state cost-sharing rate and not part of the local share. Applicants are encouraged to leverage other sources of funding for the local share.

See above and [Attachment D](#) for cost-sharing requirements for street sweepers.

EXAMPLE Financial Budget – Street Sweeper Projects (Data for example only.)

A	B	C
Project Activity for Which DNR Funding is Requested	Estimated Total Cost (\$)	Amount from Column B Eligible for DNR Cost-Share
Construction Components:		
Bid cost of new regenerative air street sweeper	220,000	120,000
Cost of new broom-style street sweeper \$100,000		
1. Construction Subtotal		120,000
2. Private Engineering Activities		
3. Storm Sewer Reroute		
4. Structure Removal		
5. Land Acquisition: Fee Title and Easement		
6. Grand Total: [add rows 6 and 7]	220,000	120,000

•

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

EXAMPLE Cost-Sharing Worksheet

Eligible Costs:		Prorate %	Cost-Share %		
7. Construction and private engineering		100%	70%	\$	84,000
8. Land Acquisition: Fee Title & Easement	\$	90%	50%	\$	-
9. Storm Sewer Rerouting		90%	50%	\$	-
10. Structure Removal		90%	50%	\$	-
11. Total Eligible Costs [sum rows 9 through 12]				\$	84,000
Cap Test:					
12. Maximum State Share [row 13 or \$225,000, whichever is less]				\$	84,000
State & Local Share:					
13. Requested State-Share Amount (Requested Grant Amount)				\$	84,000
14. Local-Share Amount [row 8, Column B less row 15]				\$	136,000

SCORING	
Adequate Financial Budget	Points
Budget table includes a detailed list of activities and sub-activities, and detailed costs are identified.	8-10
Only major project activity categories and costs are listed.	4-7
Poor project activity detail and lump sums only.	2-3
Lump sum amounts only.	0-1

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

1C. USE OF ADDITIONAL FUNDING	10 points
DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Check the box if the following condition is met. <ul style="list-style-type: none"> The requested state-share amount in row 13 is below the maximum state-share in row 12 (The resulting cost-share rate is less than 70%). 	<p>Applicants are encouraged to coordinate and leverage funds from a variety of sources (federal, state, local, etc.) for their projects. To this end, additional points can be earned by requesting TRM funding that is lower than the maximum allowable. Based on the Requested State-Share Amount the applicant entered in the Financial Budget Table “Cost-Sharing Worksheet”, the project may receive additional points proportional to the amount the applicant reduces the eligible state share requested.</p> <p>If additional funding sources reduce the local share but do not decrease the state share, then the application will not receive extra points. Cost-sharing funds from the DNR’s Municipal Flood Control Program or Department of Agriculture, Trade and Consumer Protection are considered part of the State Share and not part of the local share.</p> <p>Choosing the option of decreasing the state share below the maximum allowable state share and less than a 50% cost-share rate results in a lower cost-share rate in the grant agreement.</p>

SCORING

Use of Additional Funding

Applicants must reduce the state share to a level below the maximum possible funding level to receive extra points. Scores will be assigned proportionately based upon the degree to which state funding is reduced below the eligible, maximum cost-share rate and the cap. For every percentage-point reduction in the maximum state cost-share rate, a half point will be earned, up to a maximum of ten points.

Example: If the project costs were below the grant cap, the calculation would be - total eligible project costs = \$100,000; @ 70% cost sharing yields a maximum of \$70,000. If the requested state share is for a lower amount, say \$60,000, that would mean cost sharing of 60%, or a reduction of ten percentage points from the maximum – which would provide five points for this question.

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

1D. METHOD USED TO CALCULATE COST ESTIMATES		5 points
DIRECTIONS	EXPLANATION	
<ul style="list-style-type: none">Select the option that most closely describes how project cost estimates were derived.Attach required documentation as directed and check the box(es) that appear below your selected option indicate that required supporting documentation is attached.	<p>Project costs calculated based on detailed design are likely to be more accurate than those based on concept level plans. Project costs based on detailed design and that have been competitively bid are likely to be the most accurate and cost-effective.</p> <p>The supporting information must be attached for a score. If the government unit has another cost estimate procedure that it believes will give a reasonable estimate for a cost-effective project, provide the information in an attachment.</p>	
SCORING		
Option	Method Used to Calculate Cost Estimates	Points
1	Project costs are based on completed design and competitive bid on the project; and construction components and costs are detailed. Documentation to support the cost-estimate is attached.	5
2	Project costs are based on completed design with materials and labor costs based on similar, recently bid projects. Construction components are detailed. Documentation to support the cost-estimate is attached.	4
3	Project design is not complete. However, the proposed project and costs are based on similar and recent projects and costs. As much construction detail as possible is provided. Documentation to support the cost-estimate is attached.	3
4	Project design is not complete, and the cost estimate is based on an average or a range of projects and costs. As much construction detail as possible is provided. Documentation to support the cost-estimate is attached.	2
5	Project and costs are less specific than choices above.	0-1

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

1E. COST-EFFECTIVENESS

15 points

This question requires that the applicant justify that the proposed project is a reasonable approach to achieve the environmental benefits being sought.

1E. Part 1. Justification of Approach	10 Points
DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Justify why the project is a reasonable approach to achieving the project benefits being sought. The answer should address cost, effectiveness, site feasibility, available technical standards, and practicality. State the environmental benefits the project will provide. Primary benefits to consider include such things as pollutant reduction, habitat improvement, improvements to beneficial uses (recreation, fish, aquatic life, or water supply), reducing threats to public health, etc. One example, describe this project's contribution to the municipality achieving NR 151.13 or TMDL goals – what percent of total need? Secondary benefits may also be mentioned. Provide drainage area size and a description of the land cover/land uses and respective area estimates within the drainage area to be served by the proposed project. Provide information regarding the percent of the drainage area that is impervious; the removal efficiency of the proposed project and the estimated cost-effectiveness of the project. 	<p>To ensure proper utilization of state cost-share funds, DNR needs to verify projects meet certain criteria for cost-effectiveness.</p> <p>Steps to calculate cost-effectiveness</p> <ol style="list-style-type: none"> Describe the drainage area land uses. Estimate project drainage area in acres. Estimate percent impervious within drainage area from aerial photos or other means. Estimate pollutant load from impervious area within drainage area. Assume each acre of imperviousness generates 600 lbs/acre/year pollutant load. Pollutant Load = B (acres) x C (as decimal) x 600 lbs/acre/year lbs/year. Estimate pollutant removal efficiency of BMPs implemented in the urbanized area and include \$/lb. Estimate construction cost of the project. (Cell C1 of Question 1.B.) \$ Estimate cost-effectiveness of project (\$ per lb. of pollutant removed per year). Cost-effectiveness = F(\$)/ (E(as decimal) x D(lbs/yr)) = \$___ /lbs/year <p>Land use examples include: commercial downtown, shopping center, commercial strip mall, hospital, office park, light industrial, high rise, medium industrial, multi-family, mobile residential, high density residential-no alley, high density residential with alley, schools, medium density residential-no alley, medium density residential with alley, low density residential, cemetery, part, suburban, open space/undeveloped.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

SCORING

Justification of Approach		Points
Applicant makes a strong case that their project is cost-effective by addressing each of the four factors (site feasibility, available technical standards, practicality, and BMP selection/sizing /materials).		6-10
Applicant does not make a strong case that the proposed project is cost-effective, and/or does not address all four factors, and/or not enough information is provided to determine whether the proposed project is cost-effective.		0-5
1E. Part 2. Alternatives Evaluation		5 Points
DIRECTIONS	EXPLANATION	
<ul style="list-style-type: none">If other alternative management measures were evaluated, list them here and describe why the alternative(s) is not being recommended.	Provides an opportunity to identify if any sort of alternatives evaluation was done and, if so, why the alternatives are not recommended.	
SCORING		
Alternatives Evaluation		Points
Applicant explains other less cost-effective management measures that were evaluated.		3-5
Applicant explains why other alternative management measures were not evaluated.		1-2
Applicant does not explain evaluated alternatives.		0
Applicant does not explain why alternatives were not evaluated.		0

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

2. PROJECT DESCRIPTION – 40 POINTS

The project description should communicate the core elements of the project in a paragraph or two in each of the three topic areas, so the reviewer can immediately understand the fundamental nature of the project. Include nonpoint pollution sources this project will target and water quality need; the BMPs and how the project will function to improve water quality; and the environmental benefits, pollution control and compliance that is expected with the completed project. If you want to provide additional supporting information, refer to it in the narrative where relevant and include it as an attachment at the end of the application form.

2A. POLLUTANT, POLLUTION SOURCE, WATER QUALITY PROBLEM, & SEVERITY		15 points
DIRECTIONS	EXPLANATION	
<ul style="list-style-type: none"> Describe the severity of the pollution source and the impact of the pollution source on receiving waters. The description of the severity of the pollution sources to be controlled by the project can be supplemented with photo-documentation and reference to data or reports. Photo documentation should be limited to 1) source area, 2) conveyance, 3) point at which conveyed pollutants enter the resource. 	<p>Quantitative data can include estimates of mass pollutant loading or other numeric indicators of relative significance. Monitoring samples taken of the discharge (not necessarily in-stream) may also be used. Other acceptable information would include description of state performance standards and prohibitions that the sites are failing to meet and the threat or degradation the sites pose based on delivery of pollutants. Information in TMDL reports, TMDL implementation plans and other documents can be used to justify targeting the proposed project sites. Points will be awarded based on the relative significance of the sources being addressed and the quality of information used to support your conclusion.</p> <p>Because this is a TMDL project, express severity in relation to the sources identified in the TMDL report. Applicants may include quantitative and qualitative information. Supplementing text with photos is encouraged (provided they are referred to in the text and attached).</p>	
SCORING		
Pollutant, Pollution Source, Water Quality Problem, & Severity		Points
The response was complete and addressed well.		10-15
The response was addressed somewhat.		4-9
The response was insufficient.		0-3

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

2B. SOLUTION TO IMPROVE WATER QUALITY		15 points
DIRECTIONS	EXPLANATION	
<ul style="list-style-type: none">Explain the proposed project: how will the pollution source(s) be addressed, what BMPs will be installed to correct the problem described in 2A above.	Mention every BMP and activity for which funding is requested.	
SCORING		
Solution to Improve Water Quality		Points
The response was complete and addressed well.		10-15
The response was addressed somewhat.		4-9
The response was insufficient.		0-3

2C. EXTENT OF POLLUTION CONTROL & EXPECTED ENVIRONMENTAL BENEFITS		10 points
DIRECTIONS	EXPLANATION	
<ul style="list-style-type: none">Describe the environmental benefits this project is expected to achieve and the expected compliance with performance standards.Discuss the expected reduction in pollutant loading or pollution potential attributed to the project and the potential for achieving the desired water quality improvement in response to implementation of BMPs.	Primary benefits to consider include such things as pollutant reduction, habitat improvement, improvements to beneficial uses (recreation, fish, aquatic life, or water supply), reducing threats to public health, etc. Secondary benefits may also be mentioned.	
SCORING		
Extent of Pollution Control & Expected Environmental Benefits		Points
The response was complete and addressed well.		8-10
The response was addressed somewhat.		4-7
The response was insufficient.		0-3

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

3. PROJECT EVALUATION STRATEGY – 10 POINTS

3A. MODELING & MEASURES OF CHANGE

2 points

DIRECTIONS

- Check all that apply.
 - Reduction in Total Suspended Solids (TSS)
 - Reduction in Phosphorus
 - Shoreline/Streambank Protection
 - Other

EXPLANATION

Grantees are required to prepare and submit a final project report with modeled pollutant loading reduction results in order to close out the grant and receive final payment. Pre- and post-project photographs are also required **with the final report.**

Evaluation is an important part of a nonpoint source control project. At a minimum, you must identify, under part A, one or more non-agricultural performance standards and prohibitions and/or other priorities. By doing so, you are agreeing to track the pollutant loading changes or quantity of units managed by the project and to provide a description of these results in a final project report.

Applicants should consider including in their application, an estimate of the number of gallons of runoff that will be captured/retained in a typical year using EPA's National Stormwater Calculator and provide the specific data used to calculate the gallons of runoff (e.g., Location, Soil Type, Soil Drainage, Topography, Precipitation, Evaporation, Climate Change, Land Cover, impervious/pervious cover). Applicants should also plan to estimate the impact of the implementation of the project through a Spreadsheet Tool for Estimating Pollutant Load (STEPL), which employs algorithms to calculate the load reductions that would result from implementation of various urban best management practices, as part of their final report.

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

Note: For stream bank erosion projects, applicants may calculate the change in pollution loading by estimating the tons of soil loss based on the length, height, and lateral recession per year for the site as well as visual assessment of the severity of the erosion. Applicants with stream bank erosion projects may use the Natural Resource Conservation Service’s formula, which can be found on the web at <https://efotg.sc.egov.usda.gov/treemenuFS.aspx>. Click on Wisconsin; click on any County. Enter “streambank erosion” in the Search box. Open the Erosion Prediction folder, then see the Erosion Calculator Excel file. See the “ReadMe” sheet and the Streambank sheet. Also refer to the Word documents under the Streambank and Shoreline Erosion folder titled “Bank Erosion Potential Index Evaluation” and “Streambank Erosion”.

For projects using WinSLAMM for quantifying BMP benefits, follow DNR guidance available here:

1. https://dnr.wisconsin.gov/topic/Stormwater/standards/ms4_modeling.html
2. <https://dnr.wi.gov/topic/stormwater/documents/ModelingPostConstructionGuidance.pdf>

SCORING	
Modeling & Measures of Change	Points
If the appropriate performance standards or other priority measurements are checked, up to two points will be award.	0-2

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

3B. WATER QUALITY MONITORING

8 points

DIRECTIONS

- In addition to 3A, the project evaluation strategy includes evaluating BMP effectiveness and/or pre-and post-project water resource monitoring, and the information will be provided to DNR. Check all that apply.
- To earn these additional points, you must submit a one-page summary of the monitoring strategy specific to the project and water resource impact, with this application. This summary must be reviewed and signed by a DNR Water Quality Biologist.

EXPLANATION

Although funding for monitoring under Part B is not available at this time, additional points may be earned by monitoring effectiveness of the BMP or changes in the condition of the water resource. For projects that propose to do monitoring, a requirement will be included in the grant agreement stating so.

Work with the Regional Nonpoint Source Coordinator to determine the appropriate monitoring evaluation. Have this discussion early in the process.

SCORING

Points for 3B are only awarded if two points were awarded in 3A. A one-page, project-specific monitoring strategy must be included to earn points for 3B.

Option	Water Quality Monitoring	Points
3B1	A one-page summary of the monitoring strategy is attached.	1-2
3B1	A one-page summary of monitoring strategy is not attached.	0
3B2	The project will evaluate the in-stream physical habitat, fisheries, biological, or chemical conditions and 3B1 is attached.	1-3
3B3	The project will evaluate BMP pollution reduction effectiveness and 3B1 is attached.	1-3
3B2&3	The project will not evaluate the in-stream physical habitat, fisheries, biological, or chemical conditions AND will not evaluate BMP pollution reduction effectiveness.	0
3B4	The applicant is willing to participate with the Department to do monitoring in the project area should funding become available.	0

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

4. WATER QUALITY NEED – 40 POINTS

DIRECTIONS		EXPLANATION
<ul style="list-style-type: none"> Question 1 is autopopulated due to the assumption that this is a TMDL project that may only address surface water. Water quality need categories are defined in Attachment C. Question 2 is also autopopulated because this is a TMDL project. 		<p>TMDL projects may only address water quality needs associated with restoration and/or protection of surface water.</p> <p>This question deals with consistency of the project with DNR priorities and the water quality needs of the surface water resource affected by the proposed project</p>
<ul style="list-style-type: none"> Answer 3 by selecting the primary pollutant(s) that must be controlled to address the water quality need selected in 1. The answer options for this question are populated based on the applicant's answer to 1, therefore 1 must be answered before answering 2. If "other" pollutant is selected for this question, enter the name of the pollutant. 		
<ul style="list-style-type: none"> Answer question 4, by selecting the primary pollutant(s) that will be addressed by the project. 		The proposed project must control one or more of the NPS pollutants identified as needing to be controlled to address the TMDL.
SCORING		
Surface Water Categories – Water Quality Need		Points
EPA-Approved TMDL or DNR approved and submitted to EPA		30

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

**4. BONUS POINTS. FEDERAL NPS PROGRAM (CLEAN WATER ACT S. 319)
FUNDING ELIGIBILITY**

10 points

Some TMDL and Non-TMDL projects may access Section 319 funds as part of the TRM grant. Projects that meet all of the requirements listed below may be eligible for the federal funds.

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • Check this box if the project meets all of the following criteria: <ul style="list-style-type: none"> • The project addresses a nonpoint source impaired waterbody listed on the most current EPA-approved Section 303(d) list of impaired waters or a nonpoint source threatened unimpaired/high quality water. • The project is located upstream of and in the same 12-digit hydrologic unit (sub-watershed) as the 303(d) listed water or the unimpaired/high quality water. (Refer to Attachment A and https://dnrm.wi.gov/H5/?viewer=SWDV or assistance.) • The project implements the goals and recommendations of an EPA-approved watershed-based “9 key element” plan. • The project controls the same NPS pollutants which are impairing the 303(d) listed waterbody or threatening the unimpaired/high quality water. • Provide the title of the EPA-approved nine key element plan this project implements. 	<p>Refer to http://dnr.wi.gov/water/9kemp/ for a map and list of eligible plans. Provide the documentation requested.</p> <p>Nine Key Element plans cannot expire before end of the proposed grant award, in order for the project to be eligible to access Section 319 funds and receive the associated bonus points.</p>
SCORING	
319 Eligible: bonus points	10

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

5. PUBLIC DRINKING WATER SUPPLY BONUS POINTS – 7 POINTS

A project with water quality goals relating to reducing nonpoint source contaminants in community and non-community public drinking water supplies may earn up to seven bonus points.

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> Check yes to Question 5 if the project's water quality goals relate to the reduction of nonpoint source contaminants in community or non-community public drinking water supplies. 	<p>Community and non-community public drinking water supplies include: Municipal water supplies (chs. NR 809 and 811); Other-Than-Municipal (OTM) water supplies (NR 809 and 811); Non-Transient water supplies (NR 809 and 812); and Transient water supplies (NR 809 and 812).</p>
<ul style="list-style-type: none"> If Question 5 is checked, and surface water is the primary water resource addressed by the proposed project (as identified in Question 4), the applicant must select the drainage area where the project is located (check the appropriate box). 	<p>If the project's water quality goal is surface water protection, then the number of bonus points awarded is based on the specific surface water drainage area where the project is located.</p> <p>Attachment D contains a map that shows drainage areas for which bonus points can be awarded and the number of bonus points corresponding to each area.</p>

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

SCORING

Drinking Water Bonus – Public Drinking Water Supply Source Water Assessment Areas -	Points
Lake Winnebago	7
Oak Creek	
Root River	
St. Louis and Nemadji Rivers	
Fish Creek	6
Menominee River	
Milwaukee River	
Sauk Creek	
Sheboygan and Onion Rivers	
Twin Rivers	5
Pike River and Pike Creek	
Kewaunee and Ahnapee Rivers; and Manitowoc River	3

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

6. NATURE OF WATER QUALITY IMPACT – 15 POINTS

DIRECTIONS		EXPLANATION
<ul style="list-style-type: none"> Check the box adjacent to the statement that applies to the situation which this project is addressing. 		This question looks at the impact of the pollution source on receiving waters and is worth up to 15 points
<ul style="list-style-type: none"> If Part 2 is checked, then supporting information must be provided. If the information is missing, then points will be awarded as though 1 or 3 was checked. To earn points for 2 (Site Specific Degradation), documentation (photos and/or data) must be submitted that shows a measurable or observable impact on the beneficial uses of the receiving water. 		The documentation may have already been submitted in support of Question 1. These are sites where the impacts are obvious and there is a clear cause and effect relationship between the pollution source and the water resource impact.
SCORING		
Options	Nature of Water Quality Impact -	Points
1	General water quality impacts.	5
2	Site-specific degradation, required supporting documentation (photos and/or data) that shows a measurable or observable impact on the beneficial uses of the receiving water is attached.	15
2	Site-specific degradation, required supporting documentation not attached.	0
3	Threatened	5

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

7. EVIDENCE OF LOCAL SUPPORT – 10 POINTS

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> For A and B, check the applicable situation that exists at the time of application. Provide evidence of the budget and the public outreach with this application in order to receive a score. 	<p>This question assesses the willingness of partners (governmental units, landowners) to proceed with the project. If the local share is already budgeted and if the community within the project area has already indicated its support, then it is more likely that the project will be successfully completed within the grant cycle.</p> <p>Part A: DNR recognizes that this application is due prior to the adoption of most governmental unit budgets. DNR expects the applicant to assure that the local costs for this project are being proposed for immediate funding as part of the budget development process. If the project is selected for funding, DNR will require firm evidence that the local share is approved by the governmental unit before the grant document will be finalized.</p> <p>DNR recognizes that public input is not required for proposed requests for high-efficiency street sweepers as this is considered normal and usual governmental purchasing procedure. If this is a project to purchase a street sweeper, you may check Box B1 “Yes”.</p>

SCORING

Options	Evidence of Local Support -	Points
A1	If the Local-Share funds for this project’s construction/installation expenses are already included specifically in the governmental unit’s adopted budget and evidence is included.	6
A2	If the municipality or utility has included this project’s anticipated costs, specifically, within its adopted Capital Improvement Plan and evidence is included.	4
A3	If the Local-Share funds for this project are or will be included in the governmental unit’s proposed budget and evidence is included.	2
B1	Part B.1 is checked “Yes”, and evidence of the budget and public outreach is included with the application.	4
B2	Part B.2 is checked “Yes”, and evidence of the budget and public outreach is included with the application.	2

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

8. DISADVANTAGED COMMUNITY BONUS POINTS - 5 POINTS

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> List the town, village, or city where the project is located. Explain how the project is benefitting the community where it is located. 	<p>List the town, village, or city where the project is located.</p> <p>If the project benefits the community where it is located, the department will calculate the Disadvantaged Community Index for the listed town, village or city after the application has been submitted to determine if the project qualifies for the bonus points</p> <p>The index is calculated using the methodology detailed in Section X of department's Environmental Improvement Fund (EIF) SFY 2023 Clean Water Fund Program (CWFP) Intended Use Plan. The methodology can be found here. The index (Table 7) includes the following factors: Population, Median Household Income (MHI), family poverty percentage, population trend, unemployment rate, and lowest quintile household income (LQI).</p> <p>A community can benefit from a project in many ways. For example, how was the community involved in the decision of where to locate the practice? In addition to water quality improvement, what other ancillary benefits will the practice bring to the community?</p>
SCORING	
8. Disadvantaged Community Bonus Points	Points
The applicant explained how the community benefits from this project and the disadvantaged community index score ≥ 110 .	5
The applicant did not explain how the community benefits from this project and/or the disadvantaged community index score < 110 .	0

**TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS**

9. CONSISTENCY WITH OTHER RESOURCE MANAGEMENT PLANS – 1 POINTS

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • Check this box if the proposed project implements a water quality recommendation from a current locally approved resource management plan - i.e., one that has been adopted or updated within the past 10 years, other than a TMDL report, TMDL implementation plan, or County Land and Water Resource Management Plan. • Provide the name and publication date of the locally approved resource management plan(s). • Attach pertinent pages of the local plan to the application OR provide a URL to the document and note pertinent page numbers. • Summarize, in the space provided, the water quality recommendation(s) in the approved resource management plan the proposed project will implement. This information must be provided to earn the point. 	<p>Applicants following locally approved resource management plans are more likely to have a successfully implemented project. To earn points, projects must implement a water quality recommendation from a locally approved resource management plan, other than a TMDL report, TMDL implementation plan, or County Land & Water Resource Management Plan. Other locally approved plans could include, but are not limited to, Smart Growth plans, Green Tier Legacy Community plans, Water Star plans, local storm water management plans, wellhead protection, lake management, regional water quality plans, Remedial Action plans and other watershed-based nonpoint source control plans.</p>

SCORING

Consistency With Other Resource Management Plans	Points
Existing, locally approved resource management plans (other than TMDL report, TMDL implementation plan, or County Land & Water Resource Management Plan) that directly support the proposed project in this application exists, and all information requested on the application is provided.	1
Existing, locally approved resource management plans that directly support the proposed project in this application exists, but not all information requested on the application is provided.	0
No locally approved resource management plans that directly support the proposed project in this application.	0

PART III: LOCAL ENFORCEMENT MULTIPLIER

DIRECTIONS	EXPLANATION
<ul style="list-style-type: none"> • Part A: Place an “x” in the Full Coverage column if you have a local regulation that addresses the listed standard or prohibition and if the local ordinance covers all new development, re-development, infill development sites > 1 acre in the municipality where the state standard applies. • Part A: Place an “x” in the Partial Standard/Prohibition Coverage column if you have a local regulation that less stringent than the listed standard or prohibition and if the local ordinance covers all, of the new development, re-development, infill development sites > 1 acre in the municipality where the state standard applies. • Part A: Place an “x” in the Partial Site Coverage column if you have a local regulation that addresses the listed standard or prohibition and if the local ordinance covers some, but not all, of the new development, re-development, infill development sites > 1 acre in the municipality where the state standard applies. • Part B: If option A is selected, the applicant must provide citations to the applicable ordinance(s) and choose at least one of the ways to provide copies of ordinances listed below. 	<p>Completion of this part of the application is optional. However, an applicant can increase their final project score by qualifying for a project multiplier.</p> <p>Part A. Municipal Ordinance Coverage: (<i>Maximum value is a 15% increase</i>). This part of the enforcement multiplier is based on the extent to which local ordinances can be used to require compliance with the state standards for new development, infill development and re-development.</p> <p>Part B. Local Ordinance Citations: Citations are required to earn credit for the multiplier.</p>
SCORING	
Local Enforcement Multiplier	Points
For each Full Coverage standard, three percent will be added to the initial project score.	3%
For each Partial Coverage standard, one and one-half percent will be added. If an “x” is entered into both partial coverage columns, credit will only be given once (1.5%).	1.5%

OPTIONAL ADDITIONAL INFORMATION

There may be aspects of the project that do not fit neatly into the categories covered by this application but will lead to a better understanding of the project by the grant application reviewers. Enter this information in the space provided.

APPLICANT CERTIFICATION

A Government Official with Signatory Authority must sign and date the application form prior to submittal to the DNR.

The [Government Official with Signatory Authority](#) (who is authorized to sign contracts on behalf of the local unit of government) must sign as shown on the Governmental Responsibility Resolution (see [Attachment H](#)), and date the application form prior to submittal to the DNR.

Check the box on the application form if this is an application from the City of Racine

ATTACHMENT A: GEOGRAPHIC & WATER RESOURCE INFORMATION FOR WATERSHEDS

Applicants may look up geographic and water resources information required to complete this application on the DNR's Surface Water Data Viewer (SWDV). The SWDV provides information about water resources; *i.e.*, watershed name, watershed code, impaired waters, and areas of special natural resource interest (ASNRI). The following instructions will help you identify the map layers needed to fill out your application. If you need additional help, please contact your Regional NPS Coordinator listed at <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.

Go to: <http://dnrmaps.wi.gov/sl/?Viewer=SWDV>.

1. Use either the Find Location tab followed by the Find Location tool, or the Zoom In tool to go to the project area.
2. Once in the project area, click on the Show Layers tool and select the following layers as needed to complete your application:
 - a. Base Maps > cities, roads & boundaries; surface water; air photos; and digital topographic maps
 - b. Surface Water > 24K Hydrography
 - c. Watershed Boundaries > Hydrologic Units > 12-digit HUCs
 - d. Assessments & Impairments > 303(d) listed Impaired waters
 - e. Priority Navigable Waterways > Areas of Special Natural Resource Interest
 - f. Clean Water Act Standards & Uses > O/ERW Waters
 - g. Permits & Determinations > Navigability determinations (not all streams have been assessed)
 - h. Wetlands & Soils > Wetland Inventory; Wetland Indicators (use both)
3. Use the Point Identify tool to get attribute information related to the site for each map layer open. Click on the Identify button and then on the map location you are interested in to view information about that point.
4. The results will appear on the left side. You can scroll to see all of the data or choose to print it. If you do not see the necessary information on the left of the screen, you probably need to zoom in more.
5. To find the associated latitude and longitude of a point, click on the map; to the far right on the tools bar the coordinates of the clicked location appear.

ATTACHMENT B: LAND ACQUISITION-FEE TITLE OR EASEMENT

Disclaimer: This attachment contains a summary of the administrative rule requirements. Where discrepancies exist the provisions of the rule will govern.

Applicability

Property acquisition is eligible for funding within the context of TRM Projects. However, applicants requesting funds for Fee Title or Easement purchase with their grant application must submit an acquisition proposal as defined in this attachment. The information in this attachment and steps must be reviewed and followed before you submit your application.

Eligibility Requirements

Land may be purchased in fee title or easement through a TRM project to support structural urban BMPs, including detention basins, wet basins, infiltration basins and trenches, and wetland basins. Land may also be purchased in fee title or easement for land which is contributing or will contribute nonpoint source pollution. This includes property acquisition to support BMPs such as critical area stabilization, riparian buffers, wetland restoration and the abandonment or relocation of livestock and livestock facilities.

Ownership Of Land In Fee Title Or Easement

A governmental unit which is sponsoring a TRM project will hold title to the property and assume all the implied responsibilities in perpetuity (permanently) once the property or easement is purchased through a TRM grant.

Appraisal Requirements

All land properties must be valued in accordance with s. NR 153.25(6)(b) to be eligible for reimbursement. Appraisals are not required until after the grant has been awarded. All appraisals used for easement or fee title acquisition for a TRM project must be reviewed by the DNR, prior to any negotiations with the landowner. Contact the Regional NPS Coordinator to arrange for a review.

Important note: If you are applying for a grant to offset the cost of real estate purchased before January of the grant year and that purchase was based upon a valuation that does not comply with these requirements, then the property must be re-valued, and the new appraisal must be approved by the DNR before the DNR will issue the reimbursement under the grant.

You may find additional information on the DNR's website at:

<http://dnr.wi.gov/files/pdf/pubs/cf/cf0015.pdf>

Eligible Acquisition Costs & Cost Share Rates

Eligible acquisition costs include the cost of appraisals, land surveys, relocation payments, title evidence, recording fees, historical and cultural assessments as required by the DNR and environmental inspections and assessments. Eligible cost share rates are as listed below.

1. Fee Title: Purchase of land in agricultural TRM projects will be funded at up to 70% of the appraised value.

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

2. Easements: Agricultural easements purchased through a TRM project will be funded at up to 70% of the appraised value.

Timing

If you are applying for funds to purchase land (fee title purchase), you may apply for funds to cover a purchase to be made during the project period or to cover a purchase made prior to the project period. In either case, funding will only be granted in the event that funding for BMP construction is also granted. Funding will not be granted solely for the acquisition of easements or fee title purchase of property.

Acquisition Proposal Required

If you are requesting funds for land acquisition (fee title or easement), you must submit a land acquisition proposal with your application materials. The acquisition proposal must include the following information:

1. Maps showing the proposed acquisition:
 - a. County map.
 - b. Site map utilizing the DNR's Surface Water Data Viewer at: <http://dnrmaps.wisconsin.gov/imf/imf.jsp?site=SurfaceWaterViewer>, showing Township, Range, Section, quarter-section, quarter-quarter section.
 - c. Project or land use planning map.
2. The Minor Civil Division name, parcel number and ownership.
3. The purpose of the land acquisition and how it will help meet project goals. Identify the best management practice that will be constructed on the property.
4. General time frame for land acquisition - describe why you are reasonably sure that you will be offered an opportunity to acquire the property.

More Information & Next Steps

If you have any questions about this section of the TRM grant application, or about the procedures for the purchase of easements or land through the TRM Grant Program, contact the Regional NPS Coordinator for your part of the state as listed at <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>.

If the project is offered funding, you will receive guidance regarding the acquisition by governmental units of nonpoint source conservation easements and a land acquisition checklist for completing the real estate process, as required. Request the publication titled Land Acquisition Guidelines for Local Governments (January, 2007) at: <http://dnr.wi.gov/files/pdf/pubs/cf/cf0015.pdf>.

ATTACHMENT C: WATER QUALITY NEED CATEGORIES

Category Descriptions

Surface Water Category Descriptions

1. EPA Approved TMDL or Draft DNR Approved TMDL

The project (or the [location where primary water quality benefit originates](#)) is within the area covered by an EPA-Approved TMDL, or a draft TMDL that has been approved by DNR and forwarded to the United States Environmental Protection Agency (USEPA) for review, and the proposed project will reduce the nonpoint source pollutant(s) addressed by the TMDL.

2. TMDL In Development

The project (or the [location where primary water quality benefit originates](#)) is within the area that will be covered by a TMDL that is actively in development by DNR or an independent third-party, and the proposed project will reduce the nonpoint source pollutant(s) addressed by the TMDL. Sufficient resources are available for TMDL development to complete the TMDL within the next 2-3 years.

3. Clean Water Act Section 303(d) List of Impaired Waters

The project (or the [location where primary water quality benefit originates](#)) is upstream and in the same HUC12, or in the immediately upstream HUC 12 of a water body (lake or stream) on the latest Clean Water Act (CWA) Section 303(d) List of Impaired Waters, and the cause of the water quality impairment is nonpoint source pollution, and this project will reduce the type of nonpoint source pollutant for which the water is listed. Generally, these waters are identified as being in the “nonpoint source dominated” or “point source/nonpoint source blend” categories.

4. Wisconsin’s Nutrient Reduction Strategy – Top Watershed for Phosphorus

The project (or the [location where primary water quality benefit originates](#)) is within a watershed identified as a “Top Watershed for Phosphorus” in Wisconsin’s Nutrient Reduction Strategy, and the water quality goals of the project deal directly with reducing the amount of nonpoint sources of phosphorus carried in runoff to surface waters. For more information about Wisconsin’s Nutrient Reduction Strategy see <http://dnr.wi.gov/topic/surfacewater/nutrientstrategy.html>.

5. Vulnerable Healthy Watersheds

The project (or the [location where primary water quality benefit originates](#)) is located within, or upstream and in the same HUC 12 as, a surface water catchment identified as both very healthy and highly vulnerable to degradation in Wisconsin’s Healthy Watersheds Assessment. Specifically, for the purposes of this grant application, such catchments are those that are simultaneously within the top 25% of rank-normalized catchments for both health and vulnerability. To learn more about Wisconsin’s Healthy Watersheds Assessment see <http://dnr.wi.gov/topic/watersheds/hwa.html>.

6. Outstanding or Exceptional Resource Waters

A project with water quality goals directly dealing with prevention of degradation due to nonpoint sources of outstanding resource waters (ORW) (per s. NR 102.10) or exceptional resource waters (ERW)(per s. NR 102.12), and that is located (or the [location where primary water quality benefit originates](#) is) upstream in the same HUC12, or in the HUC 12 immediately upstream of, the ORW/ERW water body (lake or stream).

For more information about ORW/ERW, see <http://dnr.wi.gov/topic/surfacewater/orwerw.html>.

7. Other Areas of Special Natural Resource Interest (ASNRI)

A project with water quality goals directly dealing with prevention of degradation due to nonpoint sources of pollution in areas of special natural resource interest (ASNRI), and that is located (or the [location where primary water quality benefit originates](#) is) upstream in the same HUC12, or in the HUC 12 immediately upstream of, the ASNRI water body (lake or stream).

For more information about ASNRI waters, see <http://dnr.wi.gov/topic/surfacewater/orwerw.html> and

8. Surface Water Quality

A project with water quality goals directly dealing with prevention of surface water quality degradation due to nonpoint source pollution.

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

Where to Look Up Information

Watershed Based Water Quality Need Categories

The following water quality need categories are watershed based. Applicants can determine whether their project's is eligible for water quality need points in the categories, by determining whether the [location where primary water quality benefit originates \(of their project\)](#) is within one of these watersheds.

Applications can look up their watershed(s) in the DNR's [Watershed Restoration Viewer](#) or [watershed lookup](#) table to determine whether their project's watershed falls into one of these categories.

Water Quality Need Category	Restoration Viewer Theme	Layer Group > Layer Name
EPA Approved TMDL or Draft DNR Approved TMDL	Statewide TMDL Status Map	TMDL Basins
TMDL In Development	Statewide TMDL Status Map	TMDL Basins
Wisconsin's Nutrient Reduction Strategy – Top Watershed for Phosphorus	Healthy Watersheds Assessment	Nonpoint Source Planning > Nutrient Reduction Strategy Priorities
Wisconsin's Nutrient Reduction Strategy – Top Watershed for Nitrates	Healthy Watersheds Assessment	Nonpoint Source Planning > Nutrient Reduction Strategy Priorities
Vulnerable Healthy Watersheds	Healthy Watersheds Assessment	Nonpoint Source Planning > Healthy Watershed Applications

Surface Water Resource Based Water Quality Need Categories

The following water quality need categories are water resource based. Applicants can determine whether their project's is eligible for water quality need points in the categories, by determining whether the [location where primary water quality benefit originates \(of their project\)](#) is upstream of one of these water resources in the same HUC 12, or in the HUC 12 immediately upstream of the primary HUC 12.

Applications can look use the [DNR's Surface Water Data Viewer](#) to determine whether their project is upstream of a surface water resource in one of these categories. See [Attachment A](#) for information on how to use the surface water data viewer.

Water Quality Need Category	Layer Group	Layer Name
Clean Water Act Section 303(d) List of Impaired Waters	Assessments & Impairments	303(d) listed Impaired waters
Outstanding or Exceptional Resource Waters	Clean Water Act Standards & Uses	O/ERW Waters
Other Areas of Special Natural Resource Interest	Priority Navigable Waterways	Areas of Special Natural Resource Interest

ATTACHMENT D: ADDITIONAL BEST MANAGEMENT PRACTICE INFORMATION

Disclaimer: This attachment contains a summary of the administrative rule requirements. Where discrepancies exist, the provisions of the rule will govern.

Eligible Urban BMPs

The urban BMPs and ancillary activities found on the application form are eligible for cost sharing in accordance with NR 153 and NR 154. The maximum state share of the project for engineering and construction is \$225,000. Designs must receive Departmental approval before construction begins.

Land acquisition, storm sewer rerouting and structure removal that are necessary for the construction of the BMP are eligible for 50% cost sharing. Land acquisition and easements will only be eligible if the project is installed.

Note: DNR will not provide cost sharing for a storm water treatment practice situated in a navigable water or wetland.

Eligible permeable pavement BMP costs are the permeable pavement-specific costs for engineering, materials and installation that are in excess of conventional pavement costs for the same project footprint. Provide the cost estimates for the project constructed as a conventional pavement project and as a permeable pavement project. The project costs can be shared at 70% of the incremental difference between the cost of the conventional pavement and the permeable pavement, up to the grant cap of \$225,000.

Nonproprietary storm water sedimentation devices, such as catch basins, settling tanks or vaults, are eligible for cost-sharing provided they have a minimum 3.0 foot sump and are modeled per Technical Standard 1006, "Proprietary Storm Water Sedimentation Devices". Deepening the sump will not increase the WinSLAMM modeled sediment removal efficiency; however, extensive research by the University of Alabama on catch basin sump pollutant removal determined that a sump of at least 3 feet deep should be used to provide additional sediment storage and scour protection.

Pro-Rating for Urban BMPs

The State can only provide cost sharing for the water quality portion of a BMP designed to control runoff from existing development. Projects solely focused on new development, or to solve drainage and flooding problems, or for dredging, are not eligible for TRM funding. Cost-share allocations will be prorated for projects that combine eligible and ineligible components.

High-Efficiency Street Sweeper

Purchase of a high-efficiency street sweeper as part of an accelerated program will be eligible for a TRM grant in accordance with the following:

Street sweeping involves the removal of grit, debris, trash and fine particulate material from urban impervious areas such as streets, parking lots and sidewalks. For purposes of this grant program, street sweeping is intended to significantly reduce the pollutant load in the existing urban areas served by storm sewers with curb and gutter. The expectation is that this will be accomplished through the use of a high-efficiency/combination sweeper. Examples of high-efficiency sweepers are regenerative air sweepers or sweepers that are a combination of a broom and vacuum sweeper in a single unit. Even the newest mechanical brush/broom sweepers are not considered high-efficiency sweepers and would not be eligible for cost sharing.

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

- Limitations to Funding:
 - 1.) This grant program can only fund one high-efficiency sweeper per governmental unit.
 - 2.) The costs for a high-efficiency sweeper can only be shared at a rate of 70% of the incremental difference between the cost of a new mechanical broom sweeper and the high-efficiency sweeper.
 - 3.) Cost sharing may not be provided for operation and maintenance costs of a street sweeper, including disposal of the material collected by the street sweeper (although it should be disposed of in a manner approved by DNR) or for staff to operate the street sweeper.
- Accelerated Program:

For a governmental unit requesting cost sharing for a high-efficiency sweeper, the following activities should be adopted to maximize the effectiveness of the program:

 - 1) Alternate side parking policies to allow the street sweeper complete access to the full length of the curb, as with snow removal.
 - 2) Sweeping in the spring before spring rains wash the finer particles off the streets.
 - 3) Sweeping in the high-density residential, commercial and industrial areas designated in the grant application, from the period of spring thaw through fall leaf pick-up, on a weekly schedule.
 - 4) Continuation of the accelerated level of sweeping for a minimum period of ten (10) years.
 - 5) Separate leaf and litter pick-up and proper disposal.

State & Local Permit Fees

State and local permit fees are not reimbursable as part of the BMP construction cost.

Projects Requiring Permits Under Chapters 30 and 31, Wis. Stats.

Projects Requiring Chapter 30 or Chapter 31 Permits. There are projects that will require a Chapter 30 permit, or a Chapter 31 permit or plan review, from the DNR. These include projects that may result in grading along navigable water, that may result in drainage to a non-navigable wetland or that may require construction of a dam. Although you may submit your application for these types of projects prior to obtaining your permit, DNR reserves the right to deny consideration or funding if it believes the permitting process might significantly delay your project beyond the allowable project period. If this is the case, DNR will request that you re-submit your application during a subsequent application cycle.

In order to avoid unanticipated problems during the grant award process, it is suggested that you contact the water management specialist for your area to discuss whether serious delays are likely to occur during the permitting or plan review process and whether changes to the project might make the process easier.

Information about permits and plan review requirements under chs. 30 and 31, Wis. Stats., can be found on DNR's web site at: <http://dnr.wi.gov/topic/Waterways/>.

The contacts for regional water management specialists are on the DNR web site at: <http://dnr.wi.gov/topic/waterways/contacts.html>.

Water management contact-names are also available from the Regional NPS Coordinators found at: <http://dnr.wi.gov/topic/nonpoint/NPScontacts.html>

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

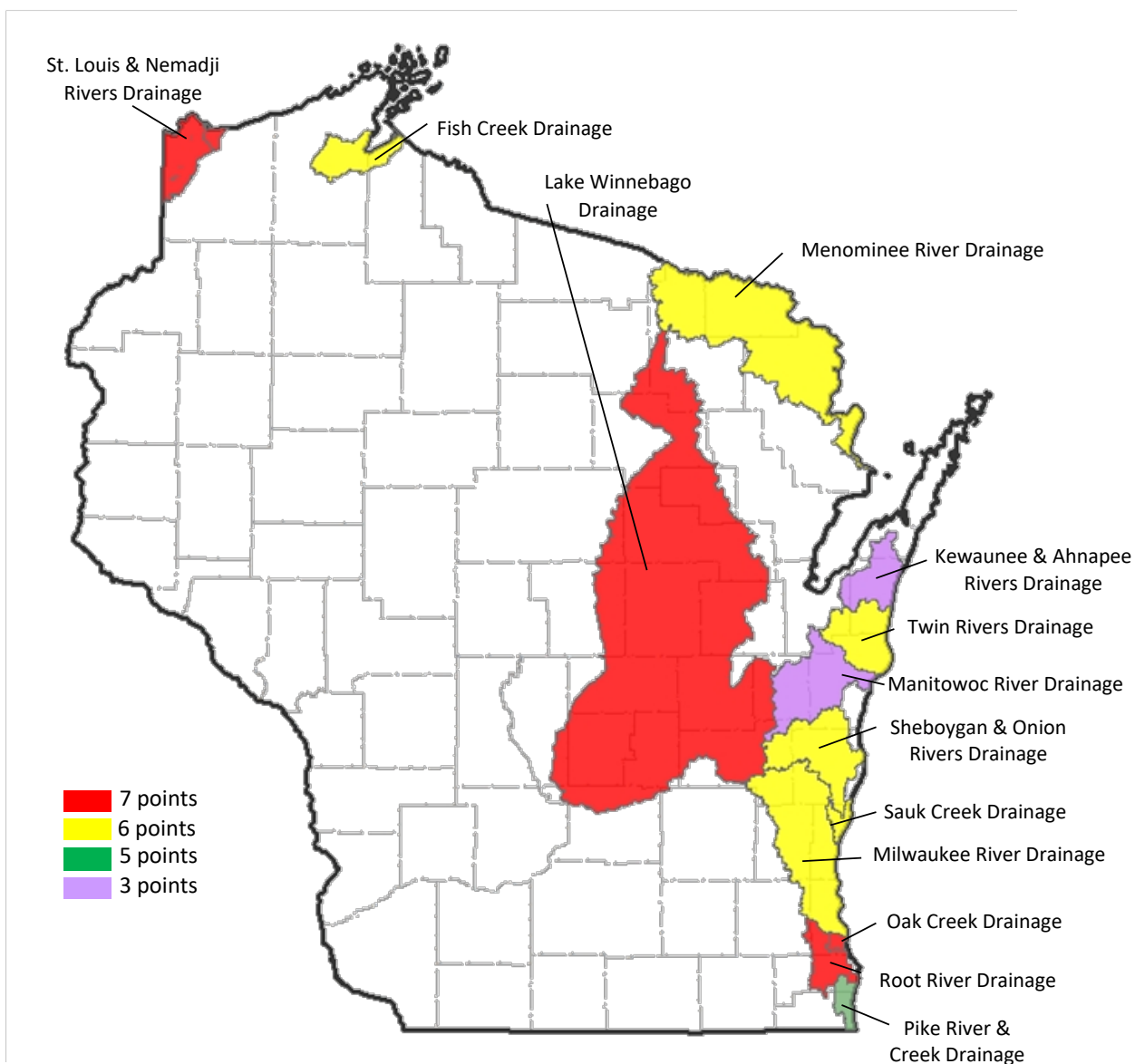
NR 216 Permitted Municipalities

Except for the City of Racine, a municipality required to obtain a permit for its municipal separate storm sewer system (MS4) discharges is **not** eligible for TRM grants to control activities that are required to comply with the provisions of ch. NR 216 and s. 283.33, Wis. Stats. Municipalities required to obtain WPDES storm water discharge permits are identified in s. NR 216.02 (1. through 4.) and s. 283.33(1), Wis. Stats. This includes the permitted portions of the following:

- Federal Phase I and Phase II municipalities.
- Municipalities in the Great Lakes Areas of Concern.
- Municipalities in priority watersheds with a population of 50,000 or more.
- Any community receiving a letter of designation from DNR stating that discharges from its storm sewer system either contribute to a violation of a water quality standard or are a significant contributor of pollutants to waters of the state.

ATTACHMENT E: PUBLIC DRINKING WATER SUPPLY BONUS POINTS

Point Designations of Source Water Assessment Areas for Public Drinking Water Supplies



ATTACHMENT F: ENVIRONMENTAL HAZARDS ASSESSMENT

The DNR Bureau of Remediation and Redevelopment (RR) maintains an on-line database called BRRTS on the Web (BOTW) that provides information about contaminated properties and other activities related to the investigation and cleanup of contaminated soil or groundwater in Wisconsin. Some of these sites have been cleaned up and considered “closed”. Others are still open. An interactive map is also available with information about each of these sites which can be found at <https://dnrmaps.wi.gov/H5/?viewer=rrsites>.

If your application shows that contamination is present or likely on the property or on an adjacent property, there may be delays in the issuance of your grant. If your project activities include land acquisition, be aware that contaminated properties may require more time and effort to purchase than other properties. DNR will review the information you submitted with this application to determine if there are significant concerns with issuing the grant. If there are, DNR reserves the right to require additional monitoring, place additional conditions in the grant award, or withhold the award all together.

You should be aware of the lands of special concern (see box below). The DNR is part of a multi-agency, statewide effort to encourage the clean-up of contaminated properties – also called “brownfields” – through design and support, financial incentives, liability protections, and other tools for local governments and others. The DNR has Remediation & Redevelopment (RR) staff in every district office who can discuss these topics as they relate to your project. Your DNR Regional NPS Coordinator can put you in touch with the proper DNR RR staff.

LANDS OF SPECIAL CONCERN

While no property should be assumed to be free of contamination, certain types of property are more likely to be contaminated than others. A Phase I Environmental Assessment should always be ordered for the following:

- Any site previously developed and now vacant.
- Any current or previous industrial or commercial site.
- Any site used for storage or warehousing of commercial or industrial materials.
- Any site where the following are visible: dumps, debris piles, discarded storage drums, monitoring wells, areas previously burned.
- Orchards.
- Railroads and railroad spurs.
- Suspected former landfills.
- Areas without vegetation.
- Areas with a history or likelihood of underground storage tanks.
- Any site adjacent to any of the above.

ATTACHMENT G: INTER-GOVERNMENTAL (INTER-MUNICIPAL) AGREEMENT TEMPLATE

INTERGOVERNMENTAL AGREEMENT REQUIREMENTS FOR JOINT PROJECTS

Background: Chapters NR 153 and 155, Wis. Adm. Code, allow local units of government to jointly apply for grant funding through the DNR's Targeted Runoff Management (TRM) and Urban Nonpoint Source Pollution & Storm Water Management Grant Programs. A joint application will not be considered unless the application includes a **draft** cooperative agreement amongst the participating local units of government. The purpose of the cooperative agreement is to clearly identify authorities, roles and responsibilities of each member for important things such as: entering into the grant agreement with DNR; fulfilling obligations under the grant for product development and product delivery; financial processing, including provision of local share requirements; record keeping; and reporting.

If the project is selected for funding, the draft agreement must be finalized, signed, dated, by an [authorized representative of each participating governmental unit](#), and submitted to the DNR, before DNR will issue the grant award. If there is no end date to the agreement, then only a starting date needs to be mentioned. If there is an end date, the end date cannot conclude before the end of the grant agreement. Be sure that the printed name, signature, and title of representatives authorized under s. 66.0301, Wis. Stats., are included. Also show the date on which each signature was affixed. All signatures and dates must be on the same page to ensure a legally binding agreement. You do **not** have a legally valid cooperative agreement if only one (1) party's authorized representative has signed the document.

REQUIRED CONTENT OF A COOPERATIVE AGREEMENT

At a minimum, the agreement must address the elements listed below. Your city, town, village, or county may require you to include other provisions or terms in your cooperative agreement.

1. **Agreement Title**
2. **Agreement Purpose** (Must include reference to the project name and grant application).
3. **Names of Participating Local Units of Government (LUG)**
4. **Assignment of the Following Responsibilities** (This list may be expanded as appropriate):
 - a. Sign the Runoff Management Grant Agreement with DNR (*Only one LUG may be selected to enter into the grant agreement with DNR*).
 - b. Establish the grant account (*Only one LUG may be selected to establish the grant account to which DNR will issue reimbursements*).
 - c. Negotiate, sign, and oversee any professional services contracts.
 - d. Local development, approval and submittal to DNR of grant products, and final report.
 - e. Manage grant account including invoices, payments, and reimbursements. (*Must include responsibility for local share contribution by each partner, generation of funds for paying bills, bill payment procedures, procedures for submitting DNR reimbursement requests and for handling DNR reimbursement*).
 - f. Project records retention as required by sec. NR 153.29, Wis. Adm. Code.

TARGETED RUNOFF MANAGEMENT (TRM) GRANT APPLICATION INSTRUCTIONS FOR SMALL-SCALE
URBAN TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECTS

ATTACHMENT H: GOVERNMENTAL RESPONSIBILITY RESOLUTION (GRR)

IMPORTANT NOTE: The DNR expects the individual in the position authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, fulfilling the requirements of the grant agreement, carrying out acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance).

SAMPLE GOVERNMENTAL RESPONSIBILITY RESOLUTION FOR RUNOFF MANAGEMENT GRANTS

WHEREAS, _____ is interested in acquiring a
(governmental unit applicant)

Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban storm water runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project

THEREFORE, BE IT RESOLVED, that _____
(applicant)

HEREBY AUTHORIZES _____, _____ to act on
(position title) (department)

behalf of _____ to:
(applicant)

- Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- Enter into cost-share agreements with landowner/operator to install best management practices;
- Make cost-share payment to landowner/operator after payment is requested, evidence of contractor payment by landowner/operator has been received, and grantee has verified proper BMP installation;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit an Environment Hazards Assessment Form, if required; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ shall comply with all state
(applicant)

and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Adopted this _____ day of _____, 20_____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting on ____ day of _____, 20_____.

Authorized Signature: _____ **Title:** _____

(Signature of the governmental unit's executive officer, for example, Village President, City Mayor, County Board Chair, etc.)