

# Wisconsin DNR Surface Water Grants

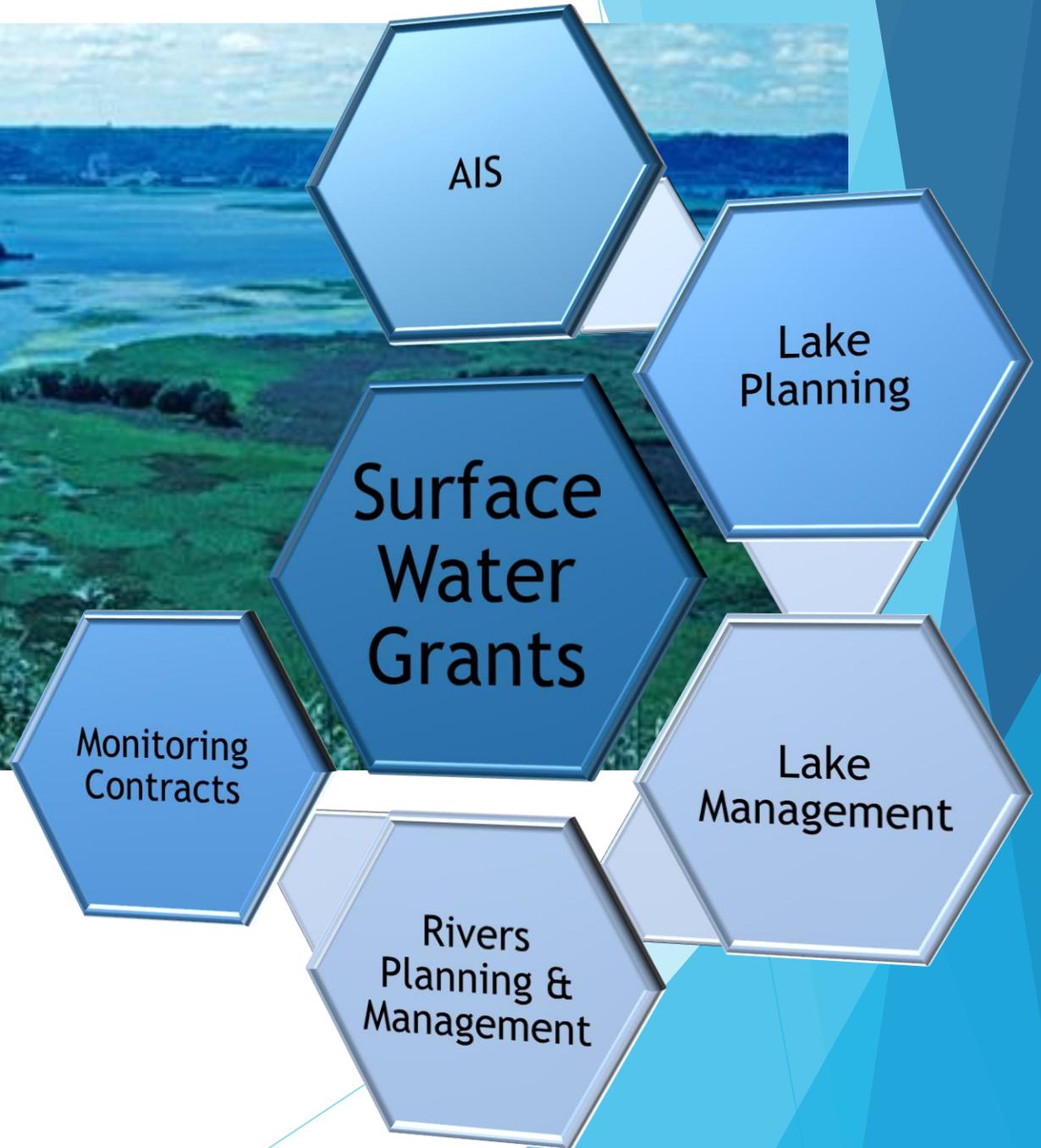
Program Orientation for 2020 and Beyond

Ali Mikulyuk, Alex Delvoe, Laura MacFarland  
Wisconsin Department of Natural Resources

# WDNR Surface Water Grants: Program Orientation for 2020 and Beyond

## Agenda

- ▶ Basic Structure of the New Program - Ali Mikulyuk
  - ▶ Available Funding Opportunities - Alex Delvoe
    - ▶ Old grant types matched to new programs
    - ▶ Activities matched to new programs
  - ▶ Applying for a Grant - Ali Mikulyuk
- ▶ Helpful Tips on Management and Administration - Laura MacFarland
  - ▶ Administrative Costs
  - ▶ Cost Containment
  - ▶ Professional Service Agreements
  - ▶ Documenting Proportional Share & Depreciation
  - ▶ Reimbursement Request Checklist
- ▶ Ongoing Communications - Ali Mikulyuk
- ▶ Q & A





AIS

Lake  
Planning

Surface  
Water  
Grants

Monitoring  
Contracts

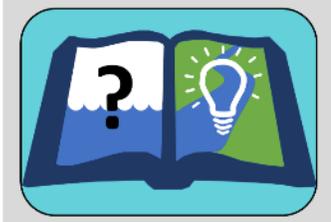
Lake  
Management

Rivers  
Planning &  
Management

- ▶ **Unite** subprogram procedures and policies
- ▶ **Update** program
- ▶ **Support** watershed management, **expand** implementation
- ▶ **Enhance** accountability

# Surface Water Grant Program

DRAFT NR 193



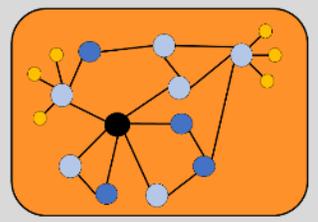
**Education**



**Planning**



**County  
Lake  
Grants**



**Lake  
Protection &  
Monitoring  
Network**



**Surface Water  
Management**



**AIS  
Control**



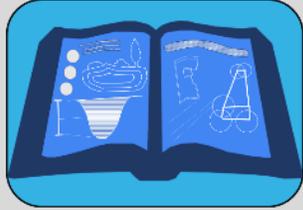
**Land  
Acquisition**

# Surface Water Grant Program

DRAFT NR 193



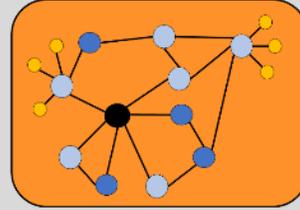
**Education**



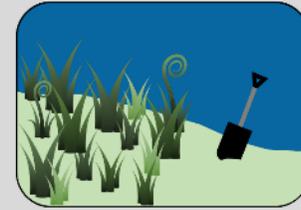
**Planning**



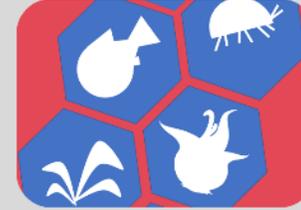
**County  
Lake  
Grants**



**Lake  
Protection &  
Monitoring  
Network**



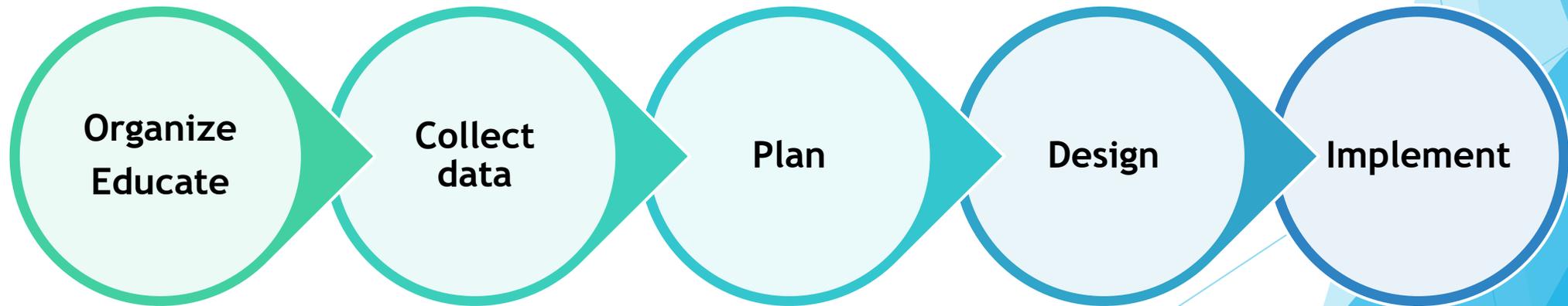
**Surface Water  
Management**



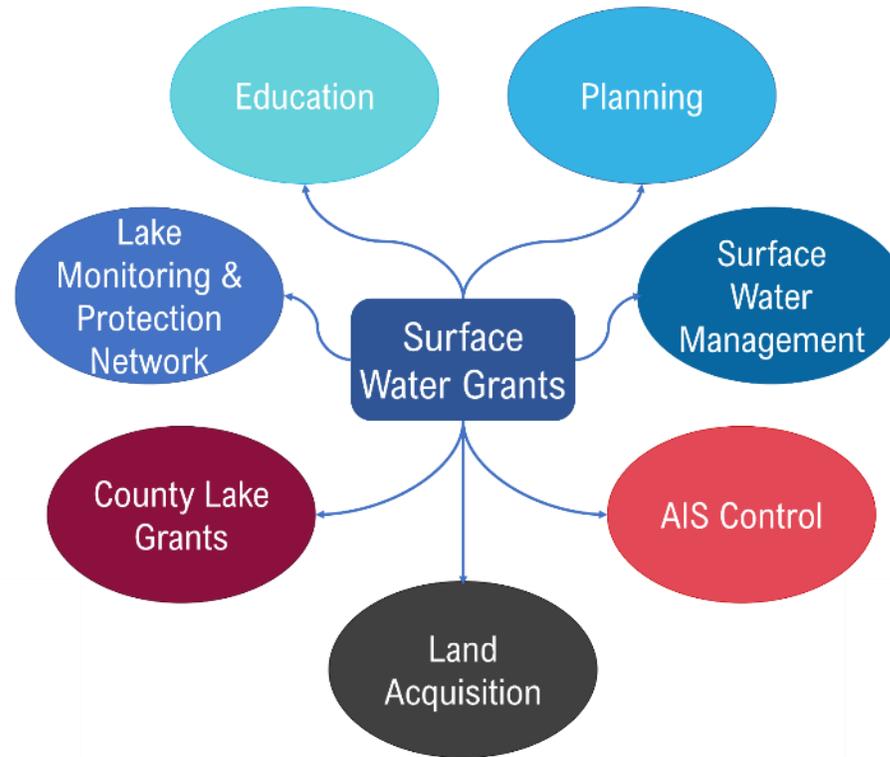
**AIS  
Control**

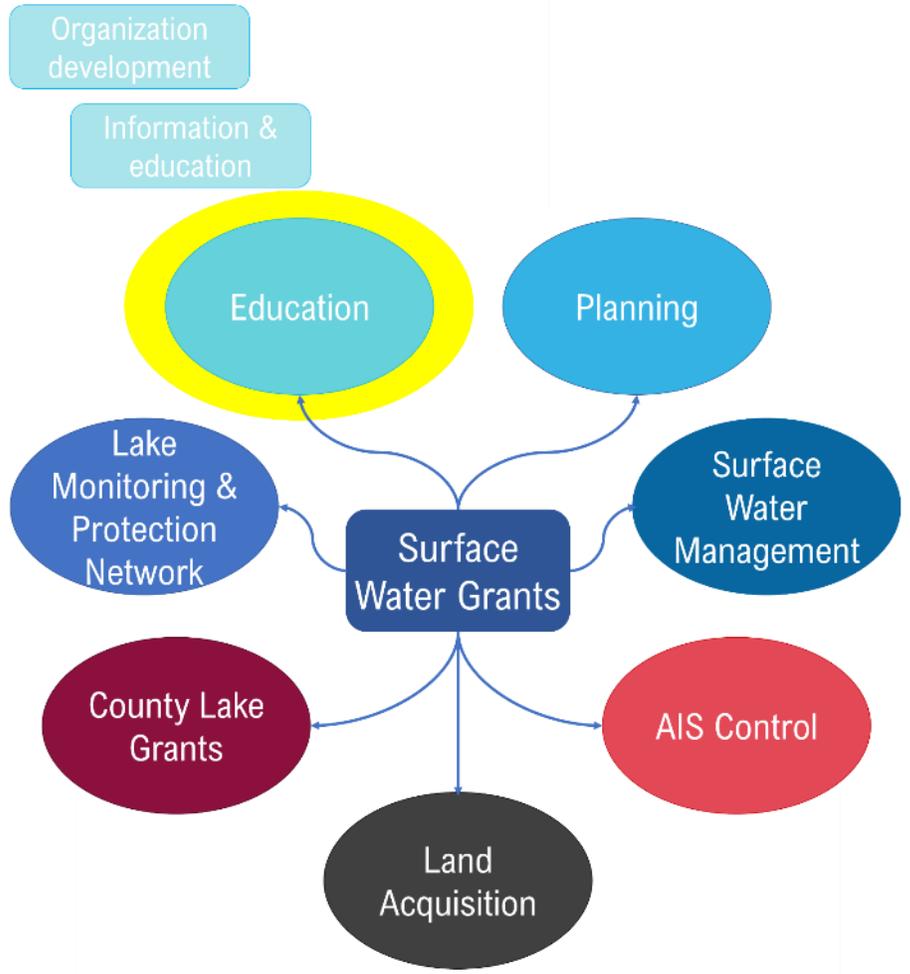


**Land  
Acquisition**



# 7 subprograms, each supporting a range of project types

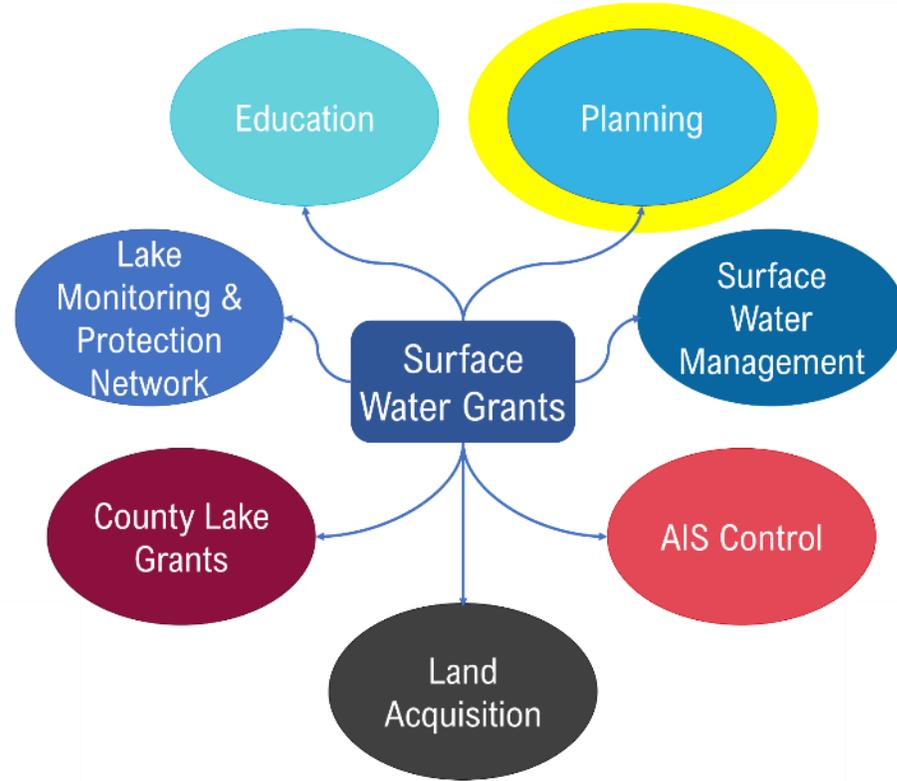


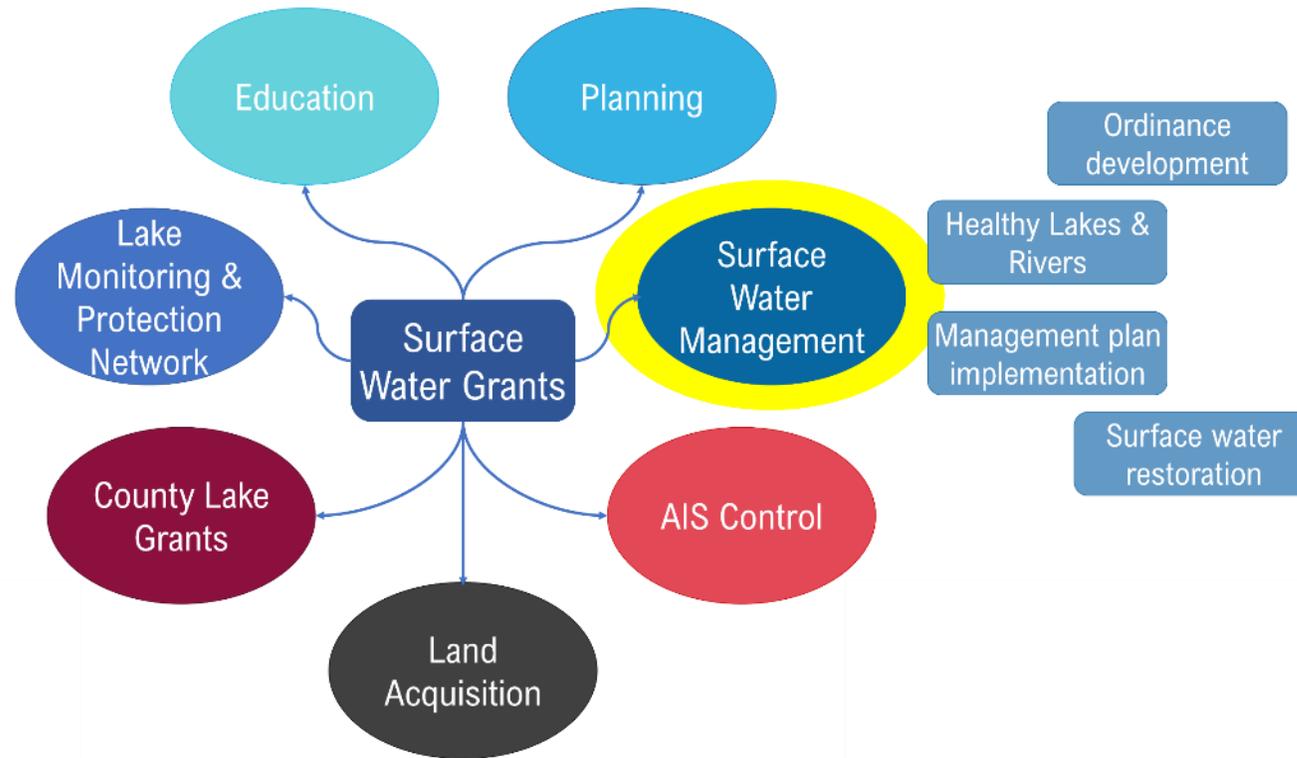


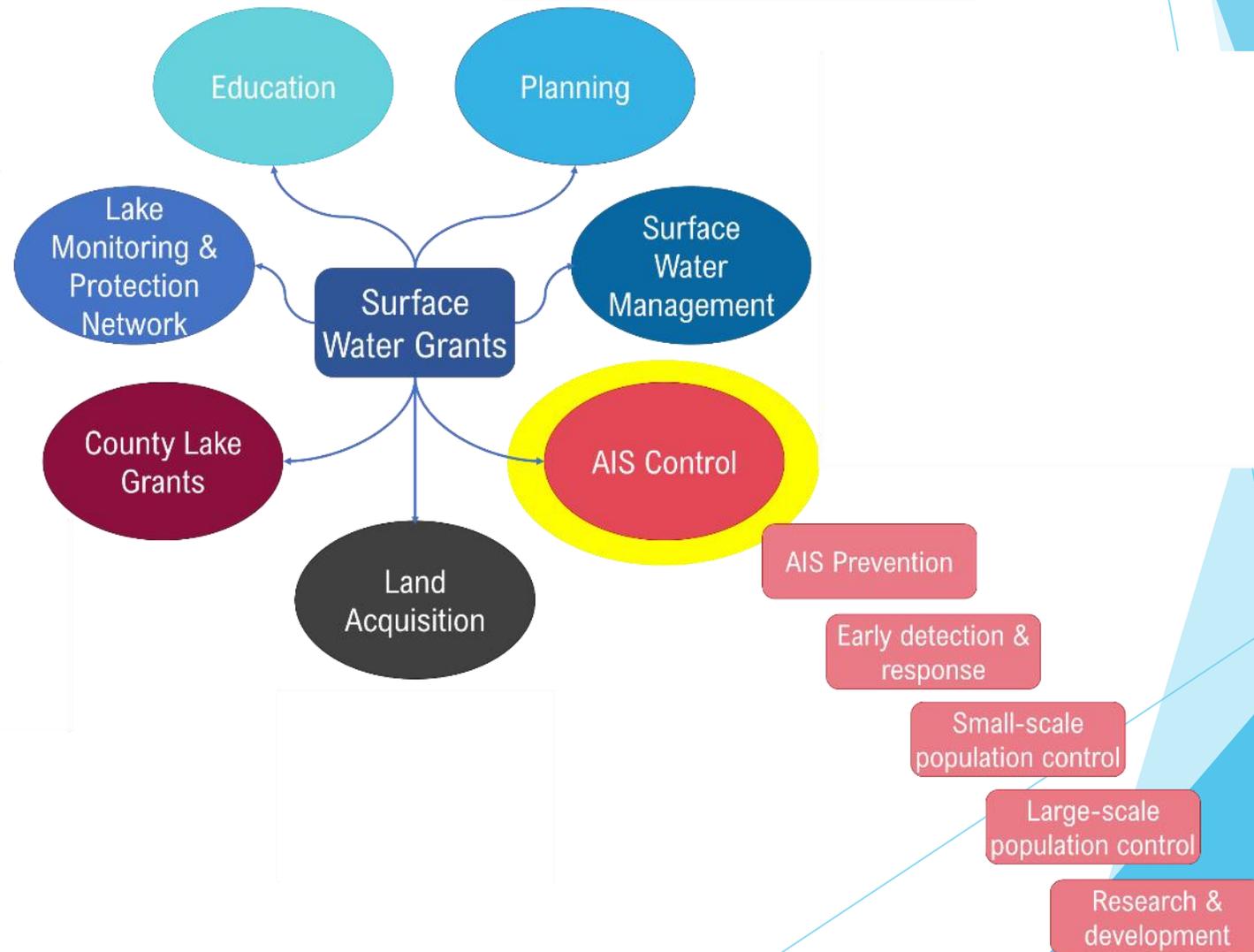
Comprehensive management planning

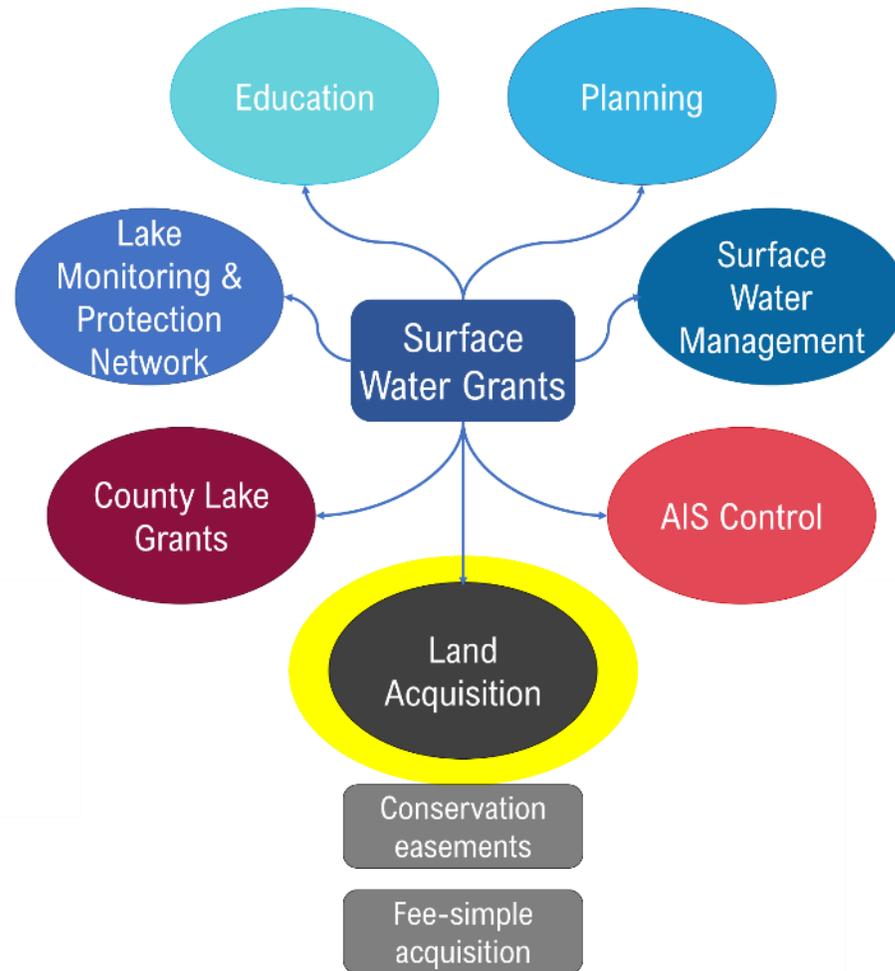
Project design

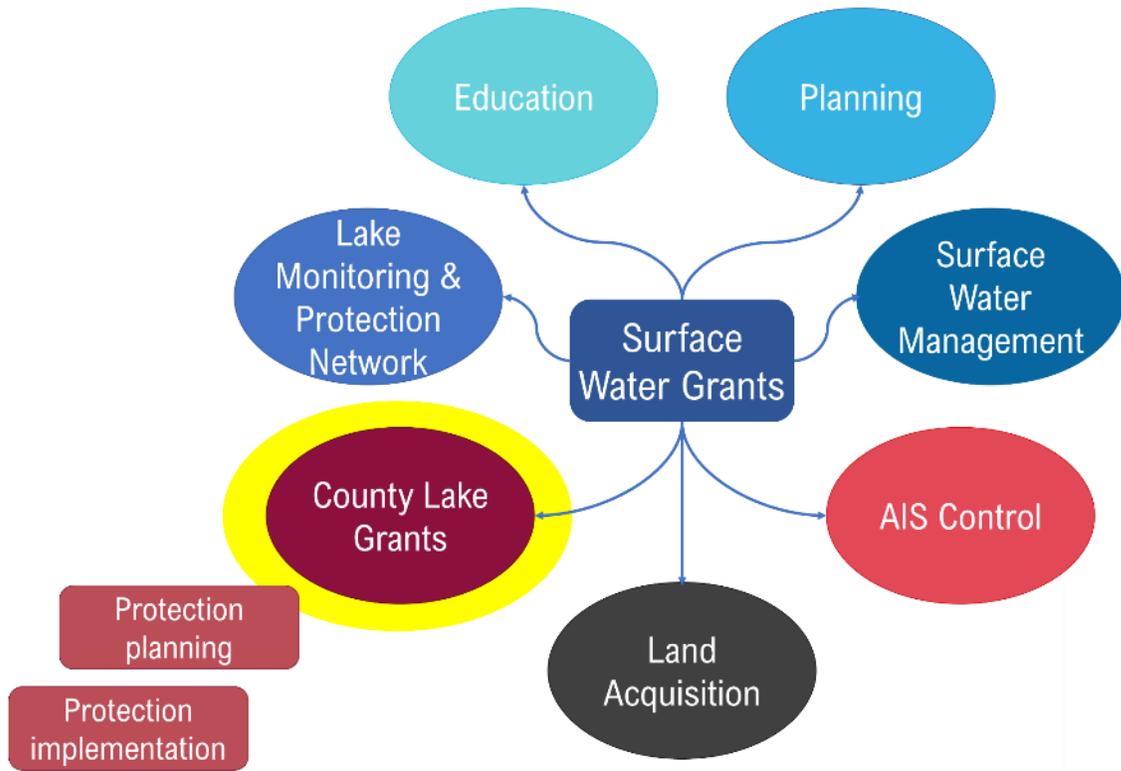
Data & assessment

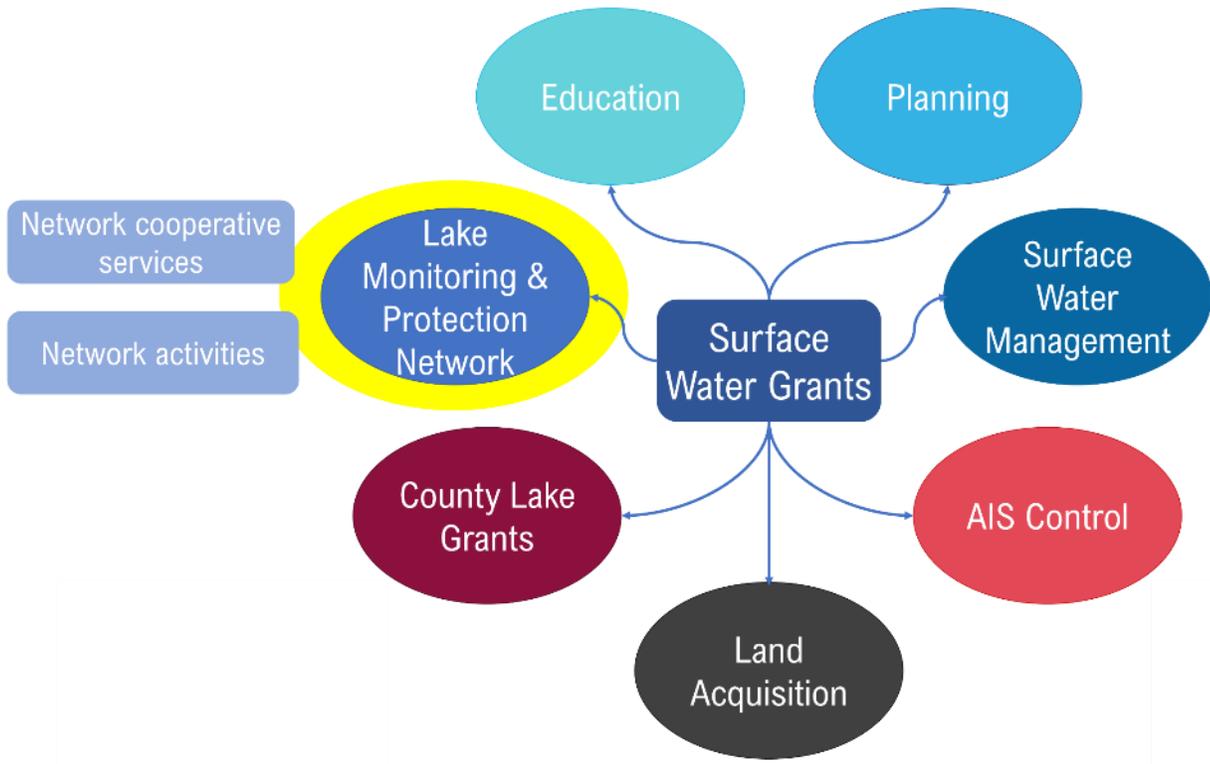














# AIS Education, Prevention & Planning (AEPP) Grants

AEPP Grant Activities (150K)	NR 193
Clean Boats, Clean Waters (24K)	Clean Boats, Clean Waters (24K)
ILIDS, CD3 units, etc. (4K)	AIS Prevention (4K/24K)
AIS coordinator grants	Lake Monitoring & Protection Network (allocation)
AIS education/outreach Workshops/skill development Organization development	Surface Water Education (5K)
Assessments and surveys APM plan development/updates	Surface Water Planning (10K) Comprehensive Planning for Lakes and Watersheds (25K)



# AIS Control (ACEI) and Early Detection & Response (EDR) Grants

ACEI and EDR Grant Activities	NR 193
Early Detection & Response (20K) <ul style="list-style-type: none"><li>• Education</li><li>• Population monitoring</li><li>• AIS control</li></ul>	AIS Early Detection & Response (25K)
AIS Control (200K) <ul style="list-style-type: none"><li>• Large-scale, long-term, multi-season suppression of established species</li><li>• Smaller-scale, continued suppression of established species</li></ul>	AIS Large-scale Population Management (150K)  AIS Small-scale Population Management (50K)

# Lake Planning (SPL or LPL) Grants

SPL (3K) or LPL (25K) Grant Activities	NR 193
Education/outreach Workshops/skill development Organization development	Surface Water Education (5K)
APM plan development/updates Lake management plan development/updates Assessments and surveys <ul style="list-style-type: none"><li>Identifying data gaps</li><li>Social surveys</li><li>Waterbody/watershed assessments</li><li>Pre-implementation planning</li></ul>	Surface Water Planning (10K) Comprehensive Planning for Lakes and Watersheds (25K)



# Lake Protection (LPT) Grants

LPT Grant Activities	NR 193
Land Acquisition/Easement (200K)	Lake Land Acquisition (200K)
Healthy Lakes (25K)	Healthy Lakes & Rivers (25K)
Lake Classification & Ordinance Development (50K) <ul style="list-style-type: none"><li>• Developing ordinances</li><li>• Countywide protection plans</li></ul>	Ordinance Development (50K) County Lake Grants (50K)



# Lake Protection (LPT) Grants

LPT Grant Activities	NR 193
<p data-bbox="157 358 1014 462">Lake Management Plan Implementation (200K)</p> <ul data-bbox="254 472 1014 976" style="list-style-type: none"><li data-bbox="254 472 1014 576">• Nonpoint source pollution control and incentives</li><li data-bbox="254 586 1014 691">• Habitat restoration and water quality improvement</li><li data-bbox="254 701 1014 805">• Management staffing projects for support and implementation of BMPs</li><li data-bbox="254 815 1014 976">• Projects providing better understanding of a system</li></ul>	<p data-bbox="1049 358 1923 462">Lake &amp; Watershed Plan Implementation (200K)</p> 
<p data-bbox="157 1005 1014 1109">Wetland/Shoreland Habitat Restoration (100K)</p> <ul data-bbox="254 1119 1014 1166" style="list-style-type: none"><li data-bbox="254 1119 1014 1166">• Projects using NRCS Standards</li></ul>	<p data-bbox="1049 1005 1923 1109">Lake Restoration (50K) Wetland Restoration Incentives (10K)</p>

# River Planning (RP) Grants

RP Grant Activities	NR 193
Education/outreach Workshops/skill development Organization development & formation	Surface Water Education (5K)
River Plans Assessments and surveys <ul style="list-style-type: none"><li>• Identifying data gaps</li><li>• Social surveys</li><li>• Waterbody/watershed assessments</li><li>• Pre-implementation planning</li></ul>	Surface Water Planning (10K) Comprehensive Planning for Lakes and Watersheds (25K)

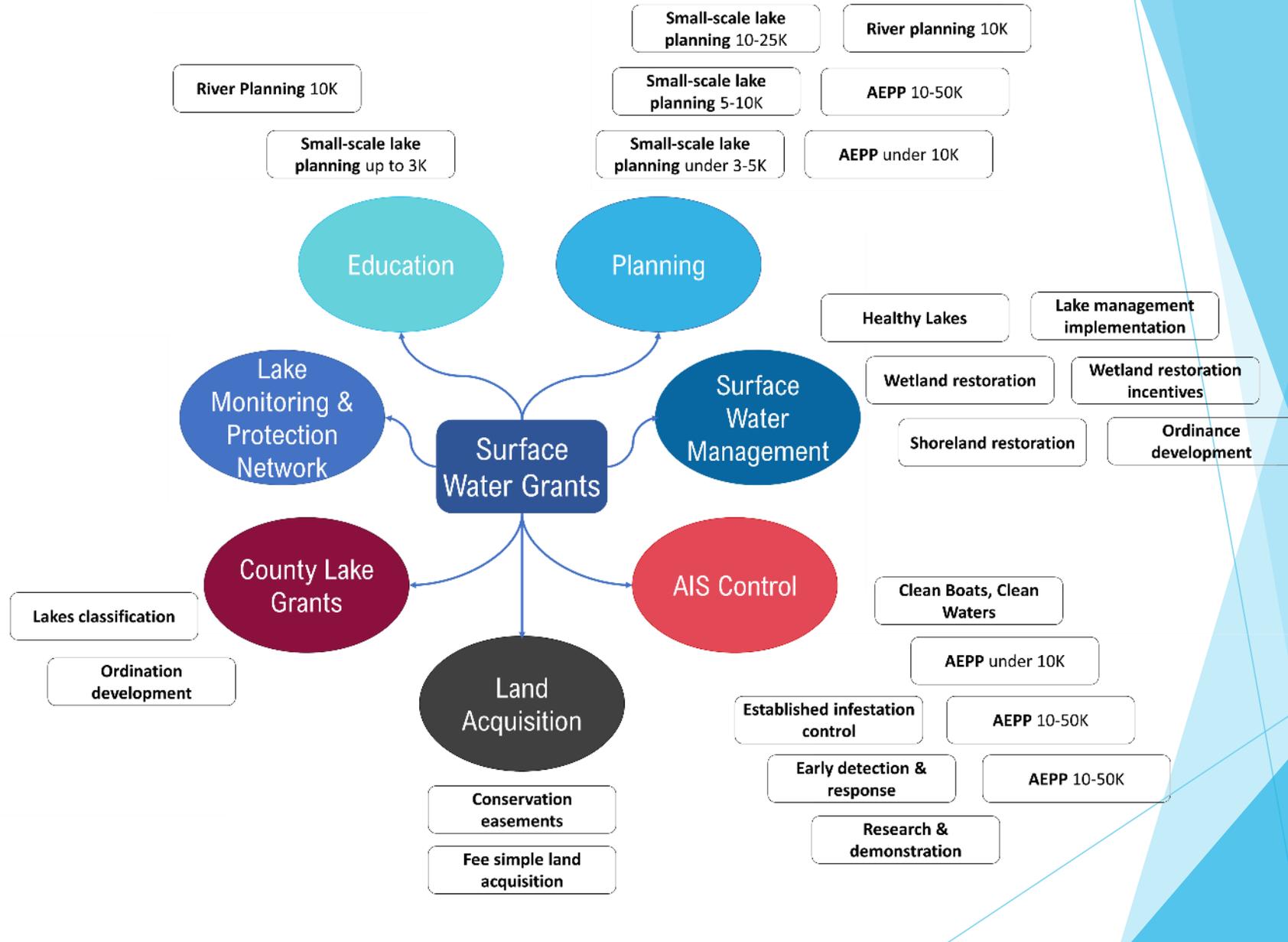


# River Management (RM) Grants

RM Grant Activities	NR 193
Land Acquisition/Easement (50K)	River Land Acquisition (50K)
Implementation projects (50K) <ul style="list-style-type: none"><li>• Regrading streams</li><li>• Erosion prevention</li><li>• Stream connectivity and fish passage projects</li></ul>	River Plan Implementation (50K) River Restoration (25K)







# Steps to securing a grant



Let's get a grant!



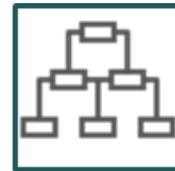
Determine eligibility



Develop project



Apply



Application is ranked



Receive award



# Step 1

## Determine eligibility



Eligibility application



Submit to environmental grant specialist



6 months before  
deadline

MAY 1, 2020



## Step 2 Develop project



Communicate intent to apply by September 2



Notify your local biologist



Share a brief summary  
of your project plan

Your biologist will  
determine if a follow-up  
meeting is required



Plan your project goals, objectives, methods  
and deliverables



# Step 3 Apply



Prepare your budget



Consider how you will  
meet cost-share  
requirements

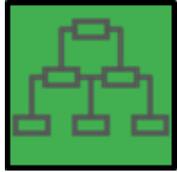
33% for planning  
25% for management



Prepare your application (Form 8700-284)



Submit by November 1, 2020



## Step 4: Application ranking



Application will be reviewed and scored by an independent a group of experts.



Application will be scored according to criteria established for each grant type.



Ranking sheets will be available in early Summer, 2020.



Average score determines the order in which projects are offered funding.

# Quick grant-writing tips

- ▶ Alignment
  - ▶ Projects should align with program priorities
- ▶ Specificity
  - ▶ Grant-writing is like technical story telling
  - ▶ WHO WHAT WHEN WHERE WHY HOW
- ▶ Concise
  - ▶ Good writing isn't wordy
  - ▶ Make it easy for rankers to read and understand

# Important deadlines

<ul style="list-style-type: none"><li>• <b>Determine organization eligibility</b></li></ul>	<b>May 1</b>
<ul style="list-style-type: none"><li>• <b>Notify regional biologist of intent to apply</b><ul style="list-style-type: none"><li>• Pre-application follow-up meeting may be required</li></ul></li><li>• <b>Implementation grant eligibility determination</b></li><li>• <b>AIS control grant eligibility determination</b></li></ul>	<b>September 2</b>
<ul style="list-style-type: none"><li>• <b>Applications due</b></li></ul>	<b>November 1</b>

# Helpful Tips on Management and Administration

Laura MacFarland

Surface Water Grants Program Manager  
Bureau of Community Financial Assistance



# Generally Accepted Accounting Principles

- ▶ Maintain all financial records related to the project for the required timeframe
- ▶ Document all project expenditures in sufficient detail to indicate the exact nature of the expenditure.
- ▶ All supporting documentation must be labeled with the grant project number
- ▶ Comply with all applicable state and federal laws and regulations regarding cost containment, bidding, contract awards, wage, and labor rates.
- ▶ Report expenditures using the Grant Payment Request Worksheet ([form 8700-001](#)).

# Professional Service Agreements

- Required if a grantee subcontracts or hires an agent to undertake any portion of a project requiring more than \$5,000 of grant funding
- Agents include professional service providers, consultants, contractors, engineers, designers, attorneys, information technology specialists, planners, educators, and other professionals carrying out activities funded with a grant awarded under this chapter
- Submit all signed professional service agreements with your request for final payment.
- The primary benefit of a sound PSA is recourse by the grantee in the event the consultant did substandard or incomplete work. PSAs will include a statement that states that payment from the grantee to the consultant will not be made until the DNR approves the final product

**Surface Water Grant**  
**Professional Service Agreement**  
 Form 8700-xxxx (R xxx/xx)

**Notice:** This form is authorized by NR193. A grantee who subcontracts or hires an agent to undertake any portion of a project requiring more than \$5,000 of grant funding awarded under NR193 shall enter into a professional services agreement with the contractor or agent prior to the commencement of any contracted work using a form designated by the department. Agents include professional service providers, consultants, contractors, engineers, designers, attorneys, information technology specialists, planners, educators, and other professionals carrying out activities funded with a grant awarded under NR193. A grantee who subcontracts or hires an agent shall comply with the cost-containment provisions under s. NR 193.08. Failure to submit to the department the fully executed professional service agreement with a request for final payment, will result in denial of financial assistance. This requirement does not apply to counties, cities, towns, villages, and Wisconsin Tribes. Personally identifiable information will be used to administer the grant and will not be used for other purposes. However, copies are available under Wisconsin's Open Records law [ss. 19.31 - 19.39] Wis. Stats.

This Professional Service Agreement is **entered into**

**BETWEEN:**

Applicant/Grantee Organization			
Authorized Representative (AR) Name		AR Title	
AR Phone Number (include area code)	Ext.	AR E-mail Address	
Organization Address	City	State	ZIP Code

**AND:**

Company Name			
Representative Name			
Phone Number (include area code)	Ext.	E-mail Address	
Address	City	State	ZIP Code

This Professional Services Agreement ("Agreement") is made as of the Effective Date specified at the end of this agreement by and between [Company Name] and [Applicant/Grantee Organization].

Scope of Services Provided by [Company]:

Activity:

Timeline:

Method and Data Collected (if applicable):

Deliverable:

**Add Activity**



Project Costs				
Activity	Time (hr.)	Cash Cost	Donated Value	Subtotal
<b>Subtotals</b>				
			<b>Total Project Cost Estimate (Cash + Donated Value)</b>	

**Add Activity**

Changes in Work:

to payment for changed or additional work shall be made unless the changed or additional work has first been approved in writing by the Wisconsin Department of Natural Resources and [Authorized Representative Name] and the parties have agreed upon the appropriate adjustment, if any, to the payment schedule and maximum payment amount for the changed or additional work.

[Company] [ Representative Name]	
Signature	Date

[Organization] [Authorized Representative (AR) Name]	
Signature	Effective Date

# Land Use Agreements

- Required if the grantee is implementing construction projects on property they do not own (e.g. plantings, remote surveillance devices, etc)
- Submit signed agreements with your request for reimbursement, if it was not previously submitted with your grant application. If a landuse agreement is not provided with your application, you must submit a letter of intent to sign a landuse agreement from the land manager/owner.



# Cost Containment

- If the cost of a project expense exceeds \$2,500, a grantee must implement one of the cost containment measures identified in guidance (e.g. average cost, competitive bidding, flat rate, etc.)
- Identify and describe the cost containment measures used for all expenses in excess of \$2,500 when seeking reimbursement.
- Methods:
  - ▶ Average Cost
  - ▶ Competitive Bidding
  - ▶ Flat Rate
  - ▶ Force Account



# Depreciation of Equipment

- Required if the grantee receives a donated piece of equipment that has a value of \$5,000 or more, if one unit of equipment is purchased at a cost of \$5,000 or more, or if the total cost of components of a customized piece of equipment is \$5,000 or more.
- Provide the useful life of the equipment and how this was determined.

## Proportional Share of Costs

- Required if an item or service is only partially used for implementation of a project funded with a grant (Examples: website design and maintenance, newsletter or advertising)
- Provide proof of purchase, the total cost of the item, and a detailed explanation of the proportion of that item used for the implementation of the project.



# Administrative Costs

- ▶ Direct administration costs (both cash and inkind) limited to 10% and are held until the final reimbursement
- ▶ 90% of Grant Expenses must be spent on achieving the goals and objectives of the project; a maximum of 10% may be spent on administration.



# Reimbursement Request Checklist

Documents	Required Information
Progress or Final Report Submitted	<ul style="list-style-type: none"><li>– Submit report to biologist prior to submitting reimbursement requests to your <a href="#">local environmental grants specialist</a>. Deliverables must be approved by the biologist prior to reimbursement.</li><li>– Refer to your grant agreement and application for required grant deliverables</li></ul>
Grant Payment Request Form and Worksheet  <a href="#">Form 8700-001</a>	<ul style="list-style-type: none"><li>– The grant payment request form must be completed and signed by individual identified in your Authorizing Resolution.</li><li>– All approved project expenses (cash, donated, or in-kind) must be included on the worksheet. Expenses not previously identified within the budget submitted to the department will not be considered.</li></ul>
Proof of Purchase for all purchased services, supplies or equipment	<p>Examples:</p> <ul style="list-style-type: none"><li>– photocopies of the vendor invoices for services or materials</li><li>– receipts for project materials</li><li>– invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant are properly identified.</li></ul>

# Reimbursement Request Checklist (con't)

Documents	Required Information
Donated Volunteer Labor Worksheet and Summary  <u>Form 8700-349A and form 8700-349C</u> or Equivalent Documentation	<ul style="list-style-type: none"> <li>– Volunteer name</li> <li>– Dates and nature of work performed in relation to the project</li> <li>– Number of hours donated</li> <li>– Total value of the donation (\$12 multiplied by the number of hours donated)</li> <li>– Volunteer signature or contact information (ie telephone number, email and/or address) must be provided</li> </ul>
Donated Equipment or Equipment Usage Worksheet  <u>Form 8700-362</u> or Equivalent Documentation	<ul style="list-style-type: none"> <li>– Name of the operator</li> <li>– Type of equipment used</li> <li>– Date and nature of work performed in relation to project</li> <li>– Number of hours multiplied by the determined hourly rate.</li> <li>– Alternatively, an invoice from the donor with the information listed above, and a signed statement from the donor indicating the value of the services donated to the project will be accepted.</li> </ul>
Donated Professional Services Used as Grant Match  <u>Form 8700-350</u> OR Invoice from the Donor	<ul style="list-style-type: none"> <li>– Name of the donor and professional title</li> <li>– Dates and nature of services performed</li> <li>– Number of hours multiplied by professional wage/benefit rate</li> <li>– Total value of the donation</li> <li>– Signature of donor</li> </ul>

# Reimbursement Request Checklist (con't)

Documents	Required Information
Professional Service Agreements  WDNR Form OR substantially similar agreement	<ul style="list-style-type: none"><li>– Required if a grantee subcontracts or hires an agent to undertake any portion of a project requiring more than \$5,000 of grant funding</li><li>– Agents include professional service providers, consultants, contractors, engineers, designers, attorneys, information technology specialists, planners, educators, and other professionals carrying out activities funded with a grant awarded under this chapter</li><li>– Submit all signed professional service agreements with your request for final payment.</li></ul>
Recorded Land Use Agreement with Operation and Maintenance Plan (if applicable)	<ul style="list-style-type: none"><li>– Required if the grantee is implementing construction projects on property they do not own (e.g. plantings, remote surveillance devices, etc)</li><li>– Submit signed agreements with your request for reimbursement, if it was not previously submitted with your grant application</li></ul>
Cost Containment Supporting Documentation	<ul style="list-style-type: none"><li>– If the cost of a project expense exceeds \$2,500, a grantee must implement one of the cost containment measures identified in guidance (e.g. average cost, competitive bidding, flat rate, etc.)</li><li>– Identify and describe the cost containment measures used for all expenses in excess of \$2,500 when seeking reimbursement.</li></ul>

# Reimbursement Request Checklist (con't)

Documents	Required Information
Depreciation of Equipment Supporting Documentation	<ul style="list-style-type: none"><li>– Required if the grantee receives a donated piece of equipment that has a value of \$5,000 or more, if one unit of equipment is purchased at a cost of \$5,000 or more, or if the total cost of components of a customized piece of equipment is \$5,000 or more.</li><li>– Provide the useful life of the equipment and how this was determined.</li></ul>
Proportional Share of Costs Supporting Documentation	<ul style="list-style-type: none"><li>– Required if an item or service is only partially used for implementation of a project funded with a grant (Examples: website design and maintenance, newsletter or advertising)</li><li>– Provide proof of purchase, the total cost of the item, and a detailed explanation of the proportion of that item used for the implementation of the project.</li></ul>
Other	<ul style="list-style-type: none"><li>– Refer to your Grant Agreement for additional requirements</li></ul>

# How to learn more

- ▶ Read the guidance document
- ▶ New communications page
  - ▶ <https://dnr.wi.gov/Aid/nr193.html>
- ▶ Surface water grants home page
  - ▶ Will be updated after promulgation ~June 2020
  - ▶ <https://dnr.wi.gov/aid/surfacewater.html>
  - ▶ Informational updates
- ▶ GovDelivery newsletter
  - ▶ [https://public.govdelivery.com/accounts/WIDNR/subscriber/new?topic\\_id=WIDNR\\_911](https://public.govdelivery.com/accounts/WIDNR/subscriber/new?topic_id=WIDNR_911)
- ▶ Forthcoming survey to plan webinars and trainings