

## Erosion Control Grant Application

- 1) Title - City of Milwaukee Erosion Control Information and Training Program
- 2) Project Grant Size – Small Scale
  - a) Project Category – Information/Education
- 3) Area of Interest – Construction
- 4) Contact Information
  - a) City of Milwaukee, 841 North Broadway, Room 820, Milwaukee, WI 53202
  - b) Project Manager: Martin Aquino, (Ph) 414-286-2462, (Fax) 414-286-0513, (e-mail) [maquin@mpw.net](mailto:maquin@mpw.net)
  - c) Fiscal Contact: Marjorie Jones, (Ph) 414-286-2407, (Fax) 414-286-0513, (e-mail) [mjones@mpw.net](mailto:mjones@mpw.net)
  - d) Authorizing Officer: Jeffrey S. Polenske, P.E., City Engineer
- 5) Location of Project
  - a) County: Milwaukee
  - b) Watershed: Subregion 0404, Accounting Unit 040400, Cataloguing Units 04040003, (Milwaukee, Menomonee, and Kinnickinnic Rivers – all are USACE Sediment Modeling Watersheds) and 04040002, (Pike-Root.)
  - c) U.S. Congressional District: Wisconsin 4<sup>th</sup> Congressional District
- 6) Project Duration: 12 months
- 7) Budget
  - a) GLBP Grant Requested - \$50,000
  - b) Proposed Match - \$30,056
  - c) Total Budget - \$80,056
- 8) Estimated Soil Savings: Not Applicable
- 9) Keywords: Erosion, Sediment, Construction, Inspection
- 10) Problem Statement: The City of Milwaukee does not have a comprehensive, coordinated training program regarding erosion control for plan reviewers, inspectors, construction crews and management. The lack of a comprehensive program leaves gaps and uncertainties in responsibility for review, implementation, and enforcement. The end result is that construction is occurring without proper erosion controls in place and the chance for sediment loading to area rivers and Lake Michigan is increased.
- 11) Project Background: The City of Milwaukee covers an area of approximately 100 square miles and has a population just under 600,000. At any one time, there are multiple public and private construction sites, with many construction activities that can contribute to erosion and sediment loading to area rivers. The City employs a permit process, by which public and private construction projects are reviewed, permitted, and inspected. One of the problems is that there are separate sections with authority for inspecting construction on private property, public works construction projects and work by private property owners in the public right-of-way. Who is responsible for the enforcement of erosion control implementation is sometimes unclear. In addition, the enforcement is inconsistent across

the sections, leaving contractors and construction crews without a clear idea of what is required. Because of the confusion, many contractors do not install erosion control practices before starting. By the time it is clear who will be inspecting a project and what they will want for erosion control, construction has begun, sediment has washed into the storm water inlets and it is not cleaned up before a rain washes it into the river. This problem has been going on since the City began reviewing erosion control and storm water management plans in 1994. The problem occurs citywide, with effects on the Milwaukee, Menomonee, and Kinnickinnic Rivers, all of which are USACE Sediment Modeling Watersheds, and on the Root River.

12) Project Activities:

- a) Goal – Identify all personnel involved with erosion control, and their responsibilities. Key Task - Prepare an organizational diagram showing positions for plan review, inspection and enforcement activities. Complete by end of 4 weeks.
- b) Goal – Identify basic information regarding construction erosion, methods for reducing erosion, and impacts to area waters from non-compliance. Key Task – Develop a brochure, video, and web page of the basic information. Complete by end of 12 weeks.
- c) Goal – Identify detailed information regarding construction methods, sources of erosion, erosion control products, methods of installation, costs, and problems. Key task – Develop a training manual to ensure all potential sources of erosion are addressed in a consistent, systematic manner for all types of construction. Complete by end of 24 weeks.
- d) Goal – Inform persons performing construction of City requirements for erosion control, review process, inspection and enforcement activities. Key task – Develop a manual of erosion control practices, inspection standards and enforcement actions that can be purchased by contractors. Complete by end of 32 weeks.
- e) Goal – Train key City personnel in responsibilities regarding erosion control. Key Task – Set up training with all personnel identified in Activity a, introduce them to training manual developed in Activity c, test their knowledge, and certify them. Complete by end of 38 weeks
- f) Goal –Certify persons performing construction regarding erosion control. Key Task – Set up training with contractors, introduce them to training manual developed in Activity d, test their knowledge, and certify them. Complete by end of 43 weeks.
- g) Goal – Disseminate the information. Key Task – Update the web page to include links to the manuals, ordinances and other sites related to erosion control. Create links from other web pages to this site. Deliver hard copies of the manuals, brochures and video to the MMSD, DNR, and GLC. Complete by the end of 45 weeks. Giving presentations at MMSD, DNR, GLC and other conferences and seminars will be an ongoing process by the City of Milwaukee.

Great Lakes Basin Program For Soil Erosion and Sediment Control  
**STEP II: Budget and Personnel Application and Instructions**

This is required supplementary information for your application. You will need to create a PDF of this finished form, and submit it with your online application. See [www.glc.org/basin/funding.html](http://www.glc.org/basin/funding.html) and [www.glc.org/basin/app-worksheet05.doc](http://www.glc.org/basin/app-worksheet05.doc) for more information.

**Applicant Name:** City of Milwaukee  
**Project Name:** City of Milwaukee Erosion Control Information and Training Program

**A. Budget:** The grant funds, match amount and total project costs from this budget page should equal the amounts entered on question 7) of your online application. **Round all figures to the nearest dollar.**

- Purchase of office equipment, while allowed, is not encouraged.
- Applicants should pursue lease options on equipment needed only for the project duration.
- **Note: The Great Lakes Basin Program will consider an indirect cost rate of no more than 15% of direct project costs, excluding travel, equipment and consultant/construction and materials purchases.** Indirect costs are those costs that have been incurred for common or joint objectives or projects and cannot be readily identified with a particular final cost objective or project. This may include such things as building occupancy, equipment usage, personnel administration, accounting and other overhead activities.
- Please factor in the cost of one additional copy of all printed products, one electronic version of all printed material and one additional copy of other products (e.g., videos, CDs, digital cameras) into your project budgets. These copies will be provided to the Great Lakes Commission.

Budget Categories	GLBP Grant Request	Proposed Match Minimum is 25% of the total budget. Not every category has to meet the 25% requirement only the total.	Total Budget
1) Salaries and Benefits		\$6,076	\$6,076
2) Travel			
3) Equipment			
4) Office Supplies		\$1,620	\$1,620
5) Meetings			
6) Printed Material			
7) Consultant/Contracting	\$50,000	\$22,360	\$72,360
8) Materials			
9) Other			
10) Indirect Costs <i>(15% maximum excluding travel &amp; equipment-Add lines 1,4,5,6, &amp; 9 and multiply this by .15)</i>			
<b>TOTAL (rounded to nearest dollar)</b>	\$50,000	\$30,056	\$80,056

**B. Budget Justification.** Explicitly describe how the money will be used for each line item:

**Salaries** – How much salary will be allocated to each individual scheduled to work on the project? (Show breakdown.):

City of Milwaukee Project Manager

The City Project Manager will be responsible for overseeing the consultant contract, coordination among City departments, reviewing the developed materials, distribution of final materials and presentations

**Travel**- to where for what:

**Equipment** – what equipment:

**Office supplies** – what type of supplies:

Paper, Videotapes, DVDs, Binders

Materials to be used for the brochures, videos, DVDs, and training manuals

**Meetings** – how many, what type and where:

**Printed material** – what are you printing, how many, and how are you going to distribute?:

**Consultant/Contracting** – who and for what? ( Example: “Acme Environmental Consulting Inc. to take and test 200 water samples for turbidity. Acme Construction company will be installing an erosion control structure.”)

A consultant will be selected through the City Request for Proposal process.

The selected consultant will develop the organizational diagram, brochure, video, DVD, web page, and training manuals. Additionally, the consultant will conduct the training sessions.

**Materials** – if purchased directly by the project sponsor. State for what and how much. (Examples: “400 pounds of native grass seed” or “800 square foot of geotextile fabric for post-construction stability of the stream.”)

**Other** –describe any other budget expenses in full:

**C. Project Personnel:** Identify key personnel, their role in the project, their experience, and their qualifications that will ensure successful completion of the proposed project.

City of Milwaukee Project Manager – Martin Aquino.

Mr. Aquino is the Engineer-in-Charge of the Environmental Engineering Section at the City of Milwaukee. He has overseen the implementation of the City stormwater ordinance, ensured compliance with the City storm water discharge permit from the Wisconsin DNR, and cooperated with other City departments in enforcing the City erosion control ordinance since 1996.

**D. Regional Collaboration:** Provide a detailed statement of any individuals (beyond the project team), agencies or organizations that will collaborate on the proposed project.

None

**E. Other Funding Sources:** Identify other funding sources that have been or will be contacted for project support, and the status of that contact. **This is extremely important.** Failure to disclose alternate funding sources that have been or will be contacted is considered grounds for disqualification under the Great Lakes Basin Program.

None

**F. Description/Map of Project Location:**

1. Provide a brief, narrative description of the project location:

This project encompasses the entire city of Milwaukee, Wisconsin. The City of Milwaukee is largely within the Milwaukee River watershed (USGS 04040003) and a very small section is within the Pike-Root watershed (USGS 04040002.)

2. **Insert a large map (7" x 9")** of the project area indicating the position of the project within the Great Lakes basin on the following page (page 4). Please make sure the map fits one one page, and within page margins.

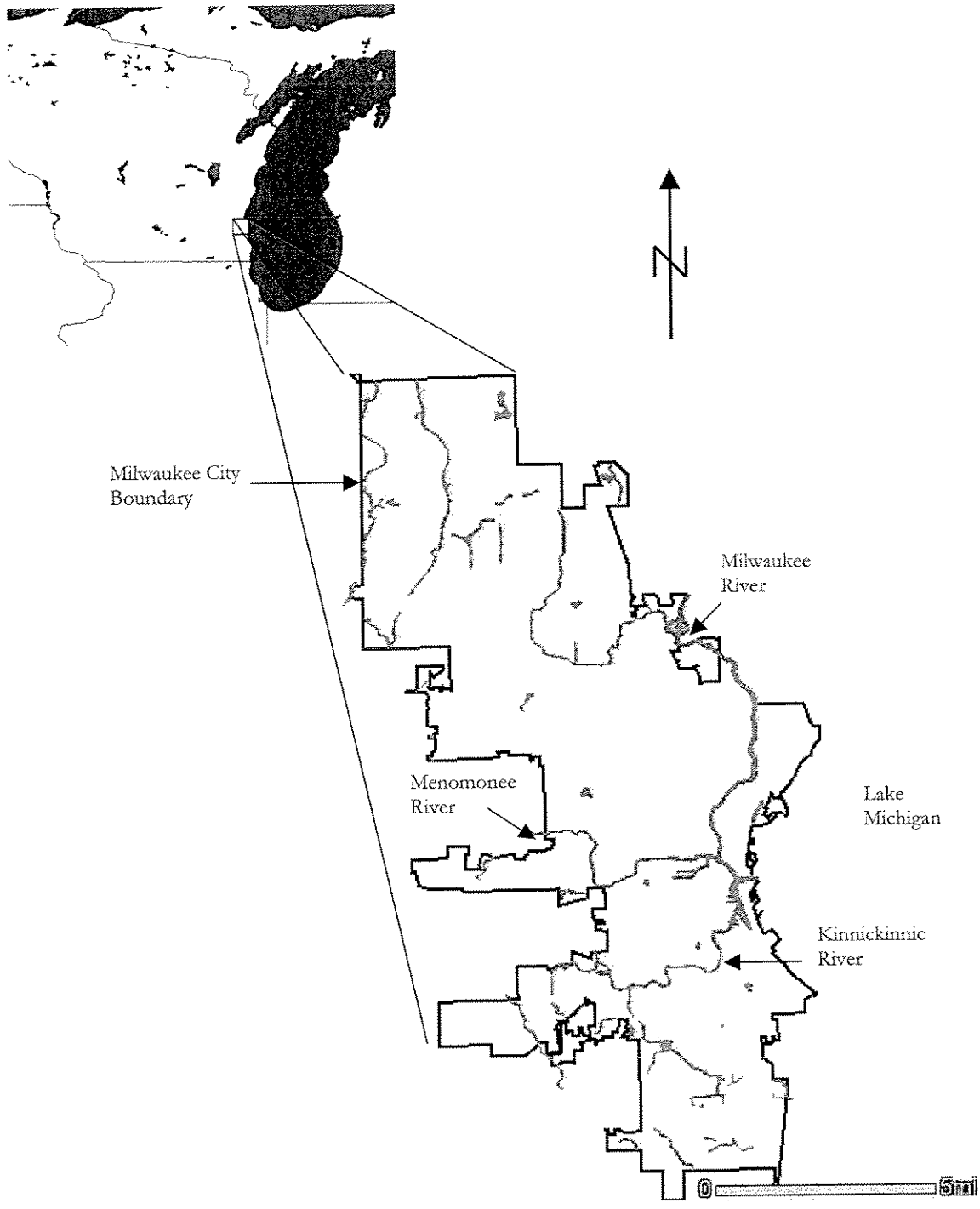
Digital maps for your proposal can be found at the following websites:

[cfpub1.epa.gov/surf/locate/index.cfm](http://cfpub1.epa.gov/surf/locate/index.cfm) - Search by place,name or zip code, or clickable map.

[www.topomap.com](http://www.topomap.com) - from Online Maps, Charts and Photos. You can search by location or zip code.

[geonames.usgs.gov/pls/gnis/web\\_query.gnis\\_web\\_query\\_form](http://geonames.usgs.gov/pls/gnis/web_query.gnis_web_query_form) - U.S. Geological Survey's website.

<http://terraserver-usa.com/default.aspx> - Search by location.





# Great Lakes Commission des Grands Lacs

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May 23, 2005

Mr. Martin Aquino  
City of Milwaukee  
841 North Broadway  
Milwaukee, WI 53202

Reference: City of Milwaukee Erosion Control Information and Training Program

Dear Mr. Aquino,

It is my pleasure to inform you that your proposal submitted to the Great Lakes Commission for funding under the Great Lakes Basin Program for Soil Erosion and Sediment Control has been approved by the Commission's Soil Erosion and Sedimentation Task Force. This letter outlines the terms of agreement with the Great Lakes Commission. Specific requirements, tasks and deadlines are presented below:

- 1) Your approved work plan, outlined in your proposal, will guide all of your work. Any modifications to this work plan must be approved in advance by Great Lakes Commission staff in consultation with the Soil Erosion and Sedimentation Task Force.
- 2) The duration of the project will be 12 months beginning July 1, 2005 through June 30, 2006.
- 3) The approved total award amount is \$50,000.
- 4) Your project number is 12-05-35. You should refer to this number in all future correspondences with our office.
- 5) Payments will be made in three installments; one-third within 45 business days of the return of this letter signed by an official representative of your organization; one-third 45 business days after the approval of the mid-point report and one-third 45 business days after the approval of the final report.

Payments for the second and third installments will be made upon receipt and approval of a progress report and financial report (covering the appropriate project period). You must use the on-line progress report system and one-page financial form (See GLC website for downloadable instructions and on-line submission @ <http://www.glc.org/basin> and click on project management) for this purpose. **This report must be received by the Commission no later than 15 days after the mid-point and final dates of the project.** Final payment will be made only upon receipt and acceptance of the final report and all deliverables. If the final report is found to be unacceptable by the Commission and the state task force member and/or if the project work has not been accomplished in accordance with your work plan, the Commission reserves the right to retain the final payment of funds and request the return of all unused funds previously provided.

Page Two/

- 6) All large scale project sponsors are required to have a field day/tour to provide the public an opportunity to view your efforts. All large scale projects will be visited by the Great Lakes Commission staff and/or a state task force representative sometime during the project timeframe. During the visit you will be required to provide a site visit and an overview of the project. If possible this will be done as part of the scheduled field day.
- 7) The Commission reserves the right to reproduce and use for public display any materials produced with grant funds. Your cooperation in this regard will help us highlight your work and share the lessons learned with others working in the area of soil erosion and sediment control in the Great Lakes Basin.

To enhance our ability to publicize project results please also provide:

- PDF files of all publications and manuals developed by the project;
  - Digital photographs covering all phases (please check website for requirements and photography tips) of BMP installation, workshops, meetings and,
  - 2 copies of other products (e.g., videos, CDs.)
- 8) The USDA is the source of funds for the Great Lakes Basin Program. The Catalog for Federal Domestic Assistance (CFDA) number is 10.902. Also, if your agency/organization receives more than \$300,000 per year in federal assistance, **the Great Lakes Commission requires a copy of your federal A-133 audit report within nine months of the end of the grant period.**

All correspondence should be directed to:

Gary L. Overmier, Project Manager  
Great Lakes Commission  
2805 South Industrial Hwy.  
Ann Arbor, MI 48104-6791  
734-971-9135  
garyo@glc.org

If the above terms meet with your agreement, please sign below, keep a copy for your files and return the signed original to the Commission office. **Please return the signed original within 45 days of receipt of this letter. Letters not received within that time frame may result in grant cancellation and will delay the start of the project.** Should you have any questions please call Gary Overmier at the number above.

Sincerely,



Tom Crane  
Interim Executive Director

TC/go

Conditions understood and accepted:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date