

## **Process and Forms for Requesting a Letter of Support from SWWT Water Trust for your watershed program or grant proposal**

Supporting the Southeastern Wisconsin Watersheds Trust's collaborative efforts to achieve healthy and sustainable water resources throughout the Greater Milwaukee Watersheds and nearshore Lake Michigan is a two-way street. Just as members collectively support the greater efforts of SWWT, so too should the Trust support its members and other organizations. At times, this will entail that the Trust offer letters of support or endorsement for projects and programs its members or other organizations pursue or sponsor.

The Trust's Policies and Procedures (P&P) allow for these letters of support, but guidance is not specific on the *process* to secure support letters. Here is a draft process for your consideration:

- Provide the Chairperson of the ESC with information about your request using the list below
- For the request to be approved the request must:
  1. Provide *all* the information requested
  2. Relate the request in a positive manner to SWWT's mission (see Attachment 1)
  3. Relate the request in a positive manner to 1 or more of SWWT's goals (see Attachment 1)
  4. Relate the request in a positive manner to 1 or more of the Regional Water Quality Management Plan Update strategies (see Attachment 1)
- Once the Chairperson has all the information needed, a letter of support will be drafted and signed by the Chairperson (see Attachment 2)
- The Chairperson shall e-mail a copy of the letter to the ESC and it shall be reported as its next meeting.
- A minimum of 3 days shall be required for review and processing of a letter of support

### **Information Request List**

1. Your Name
2. Your Organization's Name
3. Your Preferred Contact Information (mailing address, email address, phone number)
4. Specific Request (for instance, a letter of support for a specific grant application)
5. Request Description/Details (one paragraph for use in Attachment 2)
6. Response Deadline
7. Desired Response Format (hard-copy letter, email, etc.)
8. Your Request's Relationship to the SWWT Mission (see attachment 1)
9. Your Request's Relationship to the SWWT Goals (see attachment 1)
10. Your Request's Relationship to the Regional Water Quality Management Plan Update Strategy or Strategies (see attachment 1)
11. A draft letter of support (i.e. what would you like the letter to say that might be *different* from the template?) (see attachment 2)
12. Other Supporting Documentation, if any
13. Background information about the organization, its mission statement, goals, objectives, officers and members.

## Attachment 1

### **Southeastern Wisconsin Watersheds Trust Mission Statement and Goals and Linkages to SEWRPC's RWQMPU<sup>1</sup>**

**Southeastern Wisconsin Watersheds Trust Mission Statement:** The Southeastern Wisconsin Watersheds Trust (SWWT) is a collaborative effort to achieve healthy and sustainable water resources throughout the Greater Milwaukee Watersheds<sup>2</sup> and nearshore Lake Michigan.

#### **SWWT Goals:**

1. Make measurable progress toward improving the water resources in the region.
2. Identify/support land use practices and designs that enhance/improve water resources and promote and restore ecological benefits.
3. Forge and strengthen relationships to leverage funding and recommend policies to assist in the implementation of projects to produce lasting water resource benefits and cost savings throughout the Greater Milwaukee Watersheds and nearshore Lake Michigan.

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<sup>1</sup> RWQMPU is the Southeastern Wisconsin's Regional Water Quality Management Plan Update completed in 2007 for the Greater Milwaukee Watersheds.

<sup>2</sup> The Greater Milwaukee Watersheds are defined as the watersheds of the Kinnickinnic River, Menomonee River, Milwaukee River, Root River, and Oak Creek watersheds; the Milwaukee Harbor estuary; and the adjacent Lake Michigan direct drainage area.

**MEASURABLE WATER QUALITY IMPROVEMENT GOALS.**

1. Converting 48 square miles of marginal cropland to prairie or wetland conditions.
2. Establishing or expanding riparian buffers along about 325 miles of stream bank.
3. Reducing the loads of the following pollutants to streams and inland lakes, relative to existing conditions, as follows:
  - Total Phosphorus: 15% (57,000 pounds reduction)
  - Total Suspended Solids: 40% (69 million pound reduction)
  - Fecal Coliform Bacteria: 50% (36,780 trillion cell reduction)
  - Total Nitrogen: 30% (1.1 million pound reduction)
  - Biochemical Oxygen Demand: 15% (1.8 million pound reduction)
  - Copper: 15% (1,300 pound reduction)
4. Reducing the loads of the following pollutants to Lake Michigan as follows:
  - Total Phosphorus: 5% (38,000 pound reduction)
  - Total Suspended Solids: 40% (70 million pound reduction)
  - Fecal Coliform Bacteria: 45% (38,500 trillion cell reduction)
  - Total Nitrogen: 5% (0.6 million pound reduction)
  - Biochemical Oxygen Demand: 10% (1.5 million pound reduction)
  - Copper; 5% (900 pound reduction)

SWWT Goals*	RWQMPU Objective Categories
<p>Make measurable progress toward improving the water resources in the region.</p>	<ul style="list-style-type: none"> <li>• Water quality management Objective 3: Enhancement of the quality of the natural and man-made environments</li> <li>• Outdoor recreation and open space preservation Objective 1: Provision of outdoor recreation sites</li> <li>• Water quality management: <ul style="list-style-type: none"> <li>• Objective 1: Development of facilities, programs and policies to serve the regional development pattern</li> <li>• Objective 2: Development of policies and practices to meet water use objectives</li> <li>• Objective 4: Reduction of sedimentation, other water pollution, and eutrophication</li> </ul> </li> <li>• Plan structure and monitoring Objective 5: Improvement of assessment and management</li> <li>• Land use development <ul style="list-style-type: none"> <li>• Objective 2: Protection and wise use of natural resources</li> <li>• Objective 4: Preservation of land for agriculture, habitat, and orderly development</li> </ul> </li> <li>• Outdoor recreation and open space preservation Objective 2: Preservation of open space</li> <li>• Water control facility development Objective 1: Development of a system to reduce flood damage</li> <li>• Plan structure and monitoring Objective 3: Support of economic development and job creation</li> <li>• Plan structure and monitoring Objective 2: Development of strong institutions for plan implementation</li> <li>• Water quality management Objective 1: Development of facilities and policies to serve the regional development pattern</li> <li>• Water control facility development Objective 1: Development of a system to reduce flood damage</li> </ul>
<p>Identify/support land use practices and designs that enhance/improve water resources and promote and restore ecological benefits.</p>	<ul style="list-style-type: none"> <li>• Educational &amp; informational programming Objective 1: Support of an informed and educated public</li> <li>• Land use development Objective 3: Land use compatible with economical provision of public services</li> <li>• Plan structure and monitoring Objective 2: Development of strong institutions for plan implementation</li> <li>• Plan structure and monitoring Objective 6: Support of a collaborative approach to water quality management</li> <li>• Land use development: <ul style="list-style-type: none"> <li>• Objective 1: Achievement of a balanced land use allocation</li> <li>• Objective 2: Protection and wise use of natural resources</li> </ul> </li> <li>• Plan structure &amp; monitoring Objective 5: Improvement of assessment &amp; management</li> <li>• Plan structure &amp; monitoring Objective 4: Response to adaptive &amp; flexible plans</li> </ul>
<p>Forge and strengthen relationships to leverage funding and recommend policies to assist in the implementation of projects to produce lasting water resource benefits and cost savings throughout the Greater Milwaukee Watersheds and nearshore Lake MI.</p>	<ul style="list-style-type: none"> <li>• Plan structure and monitoring Objective 5: Improvement of assessment and management</li> <li>• Plan structure and monitoring Objective 1: Development of economical and efficient programs</li> <li>• Plan structure and monitoring Objective 4: Responsiveness to adaptive and flexible plans</li> </ul>

\*Goals from October 9, 2007 meeting.

\*\*Original draft source-data from SEWRPC's RWQMPU, 2007.

## Attachment 2

### Southeastern Wisconsin Watersheds Trust Generic Letter of Support

<date>

<addressee>

<address >

RE: Letter of Support for <name of organization>,  
In support of <name of request>  
By the Southeastern Wisconsin Watersheds Trust

Dear <name>,

This letter is in support of <name of organization> in pursuit of <name of request>. The Southeastern Wisconsin Watersheds Trust (SWWT) fully supports this request because it relates to our overall mission and goals as well as to strategies developed for the region in support of clean water as outlined below.

SWWT is a collaborative effort to achieve healthy and sustainable water resources throughout the Greater Milwaukee Watersheds<sup>3</sup> and nearshore Lake Michigan. It is an umbrella organization established to improve our region's water resources through trust-building and collaboration. SWWT is a non-governmental, non-taxing, voluntary partnership.

I understand this request is to <insert information from memo #5>.

Our formal Mission Statement is: The Southeastern Wisconsin Watersheds Trust (SWWT) is a collaborative effort to achieve healthy and sustainable water resources throughout the Greater Milwaukee Watersheds<sup>4</sup> and nearshore Lake Michigan. The request by <name of organization> is fully in line with this mission because <insert information from memo #8>.

SWWT has three established goals to further this mission. <Name of request> is in line with <one, two or three> of our goals. <insert information from memo #9>.

Further, a recent update to the Regional Water Quality Management Plan lists a number of strategies that should be employed in the Greater Milwaukee Watersheds to improve our water resources. <Name of request> supports <#> strategies. These include <insert information from memo #10>.

<Insert information from memo #11 and/or 12, if requested >.

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<sup>3</sup> The Greater Milwaukee Watersheds are defined as the watersheds of the Kinnickinnic River, Menomonee River, Milwaukee River, Root River, and Oak Creek; Lake Michigan direct drainage; the Milwaukee Harbor estuary; and nearshore Lake Michigan.

<sup>4</sup> The Greater Milwaukee Watersheds are defined as the watersheds of the Kinnickinnic River, Menomonee River, Milwaukee River, Root River, and Oak Creek watersheds; the Milwaukee Harbor estuary; and the adjacent Lake Michigan direct drainage area.

As Chair of SWWT's Executive Steering Council, I ask that you please consider funding this request as it will further our partnership's mission and goals. If you require additional information to successfully consider this request, please contact me at <insert your preferred contact info>.

Sincerely,

Pat Marchese, PE  
Chair, Executive Steering Council  
Southeastern Wisconsin Watersheds Trust