

Municipal Dam Grant Cycle per NR335
FY20-21

Due Date	Event	Who	Checkpoints by Code
August 19, 2019	Municipal Dam Grant Application Period Opens	Applicant	Applicants may begin to submit complete grant applications to: DNR, Grant Manager/CF2, 101 S. Webster, Madison, WI 53703 https://dnr.wi.gov/Aid/DamMunicipal.html
February 28, 2020	Applications Due	Applicant	All applications for a grant under this chapter shall be received by the department no later than Close of Business on February 28, 2020.
March 2-20, 2020	Application Reviews and Notification of Completeness	DNR – Grant Manager DNR – WME	The department shall review each application received for completeness and within 15 days of the application deadline shall advise the applicant in writing of any deficiencies, omissions or errors in the application.
May 22, 2020	Deadline to comply with application deficiencies, omissions or errors. Notification of Point scoring Change(s)	Applicant	Incomplete applications may not be considered if all information is not received by the department within 45 days of the application deadline . Notification of point scoring changes will be sent to applicants, if applicable.
ASAP	Priority Funding Rank List Established	DNR – Grant Manager	The department shall establish a priority funding list within 60 days of the application deadline . A letter will be sent to each applicant as soon as possible after the priority funding list is established informing them of the results of their application. <ul style="list-style-type: none"> Successful projects will be placed on the priority funding list. <p>This notification is not a grant award but a commitment from the WDNR to set aside funding for eligible projects</p>
	WME Schedules Meeting with Successful Applicants	DNR - WME	Discuss next steps in the process in order to comply with grant requirements and development of plans and specifications, bids, etc.
Within 6 Months from Date of Priority Funding Notification Letter	Plans & Specifications (P&S) Submitted to DNR	Applicant	Applicants receiving a commitment for funding shall submit a permit application to reconstruct/repair or remove (including plans and specifications) the dam . The online e-permit link is: https://dnr.wi.gov/permits/water/
No time limit	Approval of P&S	DNR - WME	The DNR WME will review and issue an approval letter and permit as soon as workload permits with copy to Grant Manager. (NR 335, Wis. Admin. Code does not prescribe a time limit for this review.)
Within 90 days of DNR P&S approval	Submit construction bids to DNR WME for review and approval.	Applicant	Construction bids for the proposed work are due to the DNR WME within 90 days after approval of the permit application to reconstruct, repair or remove the dam .

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No time limit	Bid Approval	DNR - WME	The DNR WME will review and approve bids as soon as workload permits and copy the grant manager. (NR 335, Wis. Admin. Code does not prescribe a time limit for this review.)
Within 30 days of receipt of WME bid approval	Grant Award Agreement	DNR – Grant Manager	The department shall issue, in writing, a grant award agreement within 30 days of receipt of an acceptable construction bid.
NOTE: For any project that does not adequately advance within one year of funding notification to a point where the grant award is written, the department’s commitment to fund said project may be rescinded.			
1 Year from Date of Grant Award	Project Completion	Grantee	All construction performed on an eligible project shall be completed in accordance with s. NR 335.12 within one year from the date of the grant award unless the department extends that period for good cause.
Upon Project Completion	Final Project Approval	Grantee	Grantee authorized representative submits to DNR WME: <ol style="list-style-type: none"> 1. Three copies of as-constructed plans and specifications. 2. Photos of the project. 3. Monthly inspection reports prepared by the inspecting engineer on the project. 4. Written certification from the owner’s engineer stating that the project was completed in compliance with s. 31.12(4), Stats.
Within 60 Days	Final Construction Inspection (100% Complete)	DNR - WME	The department shall conduct a final inspection of the project within 60 days of receiving the as-constructed plans and specifications, inspection reports, photos, and certification.
Within 30 Days of DNR Final Inspection	Project Completion Approval Letter	DNR - WME	A project completion approval letter shall be sent to the owner within 30 days of final inspection by the department. Copy Grant Manager.
Within 90 Days of Project Completion	Payment Reimbursement Request	Grantee	Submits a final request for reimbursement using DNR Form 3500-089. Documentation of proof of purchase and proof of payment is required. Please refer to the Municipal Dam Grant web page to access the payment reimbursement form and instructions. https://dnr.wi.gov/Aid/DamMunicipal.html
Within 90 Days of Receipt of a Complete Payment Reimbursement Request	Reimbursement Request Review	DNR – Grant Manager and State Dam Safety Engineer	Review submitted payment reimbursement request for: <ul style="list-style-type: none"> • completeness • proof of purchase • proof of payment • verification of eligible costs Issue grant award payment.