

BROWNFIELD SITE ASSESSMENT GRANT (SAG) PROGRAM GRANT PROCEDURES & REIMBURSEMENT INSTRUCTIONS

Revised 02/09

Congratulations on receiving a SAG! Please keep this information as a reference until you complete the grant activities, submit your final report, final reimbursement request, and go through the final audit for the grant. While this document provides a general description of grant procedures and requirements, for complete information about the program requirements, grant conditions, and procedures, please refer to the program regulations, ch. NR 168, Wis. Adm. Code, and your Grant Agreement.

Grant Period

1. The grant period is **12 months** from the date of the DNR's signature on the Grant Agreement. Keep track of this date.
2. All the grant activities must be completed, and the pledged match must be provided, by the end of the grant period. Costs incurred outside the grant period are not eligible for reimbursement.
3. PLEASE NOTE: **Do not start any grant activities that count for reimbursement, or as pledged grant match percentage, until after the date that DNR signs the Grant Agreement.** A copy of the signed agreement will be sent to you.

Changes to Project Access or Budget

4. As required by section NR 168.11(2)(d)7, Wis. Adm. Code, the Grantee shall have legal and physical access to the site or facility **to conduct all the activities** described in the "Scope and Description of Grant Activities" section of the grant agreement before this agreement is executed. If the Grantee's access to the site or facility is lost or if circumstances change resulting in reduction of access, the Grantee shall notify the Department immediately so that excess funds may be allocated to another grant project.
5. If the Grantee determines that they will not need to use the full amount of their grant award, the Grantee shall notify the Department in writing as soon as possible so that excess funds may be allocated to another grant project.
6. If the Grantee determines that they need additional funds for this project, the Grantee may request an amendment to the grant agreement to increase the grant award up to 10% of the original grant amount under the provisions in s. NR 168.21(9), Wis. Adm. Code. Amendments are subject to department approval and availability of funds.

Grant Agreement & Amendment Procedures

7. The Grantee shall conduct all the activities listed under "Scope and Description of Grant Activities", on the first page of the signed SAG agreement. To add or change the listed eligible activities, the grant agreement must be amended and approved by the DNR before additional activities are conducted. Discuss this with your DNR project manager, and then send a written request that lists the activities to be added or changed along with a brief explanation to the SAG manager at:

WDNR – RR/5
ATTN: Shelley Fox
PO Box 7921
Madison, WI 53707-7921.

It is normally possible to add additional eligible activities listed in ch. NR 168.09, Wis. Adm. Code, during the grant period as long as the amount of the grant request is not increased. You will receive written notification of the decision.

Grant Extensions

8. You may request an extension of up to 12 months to the grant period if you:
- Have not completed the grant activities identified in the grant agreement;
 - Need additional time to complete eligible activities; or
 - Need additional time to complete payment for eligible activities.

The request must be submitted in writing and include:

1. Progress Report (Form 4400-244) <http://dnr.wi.gov/org/aw/rr/archives/pubs/4400-244.pdf> explaining what has been completed at the site and what needs to yet be completed.
2. Reimbursement Request – a partial reimbursement request for activities that have been completed to date.
3. Letter from the community, signed by the Authorized Representative summarizing information submitted on the Progress Report.

Your request to extend the grant period must be made during the grant period. If approved, you will receive a written response from the DNR that lists the new end date for your grant period. No extensions will be granted after expiration of the original grant period, or for periods greater than an additional 12 months.

Section NR 168.21(2), Wis. Adm. Code, requires that each grantee has secured legal and physical access to the property to conduct each and every activity that is proposed in the grant application (both grant funded and match). If a grantee does not have access to conduct all activities they should contact the Department. If the grantee does not have access to conduct all activities, the Department may withdraw or change the grant award. No grant extensions will be provided because a grantee is unable to obtain access to conduct grant activities. Access verification is required **before** the grant period starts.

Reimbursement

9. It is important that you refer to your Grant Agreement to be aware of individual grant round reimbursement stipulations. There are specific language changes and additions that were added to Round 10 grants (i.e. sub-contractor mark-up maximum, meal expenses are only match eligible, mileage rate maximum, etc).
10. Keep accurate records of all activities and payments that you expect to count as grant activities for reimbursement (both contractor and sub-contractor invoices), or as the pledged grant match percentage (your contribution to the grant activities).
11. Please submit two (2) complete copies of reimbursement forms, invoices, cancelled checks, reports, etc. for each reimbursement request. You may request a maximum of two partial reimbursement

payments during the grant period. Each request must be made by the grantee, on forms available from the DNR at <http://dnr.wi.gov/org/aw/rr/rbrownfields/sag.htm#reimbursement> and must include proof of payment and documentation of work completed (both contractor and sub-contractor invoices), or in-kind services provided. These forms include two pages and can be found at: <http://dnr.wi.gov/org/aw/rr/archives/pubs/4400-222.pdf>

Important

12. The required match percentage must be provided with each payment request. The match is a percentage of the grant reimbursement amount, not a percentage of the total costs incurred. To help calculate the appropriate amount of reimbursement see the following example:

A grantee received a \$30,000 grant with a required match percentage of 20%. They have paid \$18,000 for work that has been completed and the grantee is seeking the first partial reimbursement. To figure out how much reimbursement and how much match they should request, they should divide the total cost of the work paid by 1.20 (1 + the required percentage match as a decimal); $\$18,000 / 1.2 = \$15,000$. The grantee should request \$15,000 for reimbursement and the remaining \$3,000 should be included as matching funds. It would be incorrect to take the total cost paid and multiply that by 20%; that would result in too large of a match being provided, and too small a reimbursement amount.

13. To request reimbursement, Grantee/LGU mails two complete copies of a reimbursement package signed by the authorized representative, to Madison DNR, Bureau for Remediation & Redevelopment (address given in item 7 above). The reimbursement claim could be a “Partial 1”, a “Partial 2” or a “Final”. Each reimbursement claim needs to include a Reimbursement Claim Form & Worksheet (now a single, combined form), and adequate proofs of payment (detailed below). To request each reimbursement, send two complete copies of the following documentation:
- A brief explanation or summary of the activities that are included in the reimbursement request, including the property at which the activities took place, if the grant is for multiple properties. This can be achieved through documentation submitted on invoices.
 - Completed and signed reimbursement request forms which indicate that all bills are paid and that you have received all the items and services ordered. The “Reimbursement Claim Form & Worksheet” (Form 4400-222). It is available from the SAG web site at: <http://dnr.wi.gov/org/aw/rr/archives/pubs/4400-222.pdf>
 - A copy of paid invoices from all vendors (for materials and services, from both contractors and sub-contractors) which must:
 - include detailed quantities, descriptions of goods and/or services, totals, and be marked “paid”; and
 - document that the activities were conducted during the grant period.
 - **NOTE:** The grant period begins on the date of the DNR’s signature of the Grant Agreement and extends for 12 months, or longer, if an extension to the grant period has been approved;
 - **For Round 10, Mileage costs shall not exceed the IRS’s Standard Mileage Rate for the year, Meals are no longer considered a grant eligible expense (only match) and Sub-Contractor Mark-ups cannot exceed 10%.**
 - Acceptable forms of proof of payment include:
 - canceled checks (front and back), from the grantee’s account, cashier’s checks, or money orders;
 - original or copy of invoices or receipts on which the **vendor** notes the amount of the payment received, the check #, the date the check was received and their initials;

- copy of the grantee's bank statement showing the payments that have cleared your account, accompanied by a photocopy of the front of the check sent to the vendor.

14. Once the grant period ends, you have an additional six months to submit the final report and final reimbursement request. The final reimbursement request must include a final report, in addition to the information listed in item 8 above. A final report form (Form 4400-223) is available at the SAG web site at: <http://dnr.wi.gov/org/aw/rr/archives/pubs/4400-223.pdf>

Grantee In-Kind Documentation

15. The SAG can fund the actual costs to conduct grant eligible activities if the work was conducted directly by the local government who received the grant. For in-kind costs, a grantee must provide thorough detail documenting staff time, equipment use, and other costs.

Employee Time:

Grantee must indicate the hourly pay rates including fringe benefits, hours worked and tasks for each employee per day. Any proposed overtime charges must be approved by the Department prior to the work being conducted. The Grantee must make the request in writing that includes a justification as to why overtime is necessary and a private company estimate for the work for comparison.

Equipment Time:

In addition, any equipment rates and hours of use need to be included per day and task. Equipment rental rates may not exceed the county machinery rates established annually by the Department of Transportation.

Notification of Discharge

16. If the Grantee has ownership or control over a property and discovers a hazardous substance discharge that was not previously reported to the State, the Grantee must immediately notify the department of the discharge. State law requires that a person who possesses or controls a hazardous substance which has been discharged or who causes the discharge of a hazardous substance shall notify the State immediately. Information regarding notification requirements and procedures is available on the website: <http://dnr.wi.gov/org/aw/rr/spills/>

Please note that if a Grantee qualifies for liability exemptions from the site cleanup requirements that are available for local governments (s. 292.11(9) (e), Wis. Stats.), the grantee is still required to notify the State if discharges are discovered. The submittal of a Phase 2 Site Assessment or Site Investigation Report does not satisfy the immediate notification requirements.

Helpful Publications

17. You may find the following DNR publications helpful. These, and others, are available on the DNR web site at http://dnr.wi.gov/org/aw/rr/archives/pub_index.html

- *Brownfields Basics for Local Governments* (publication #RR-658)
- *Voluntary Party Remediation and Exemption from Liability - Fact Sheet 2* (publication #RR-506)

Further Questions

18. Any grant or brownfield-related questions should be directed to your regional DNR project manager.

WE WISH YOU A SMOOTH & PRODUCTIVE PROCESS USING YOUR NEW SAG GRANT!!!