

BROWNFIELD GREEN SPACE AND PUBLIC FACILITIES GRANT PROGRAM GRANT PROCEDURES

Congratulations on receiving a Brownfields Green Space and Public Facilities Grant! Please keep this information as a reference until you complete the grant activities, submit your final report and 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 173, Wis. Adm. Code, and your Grant Agreement

Grant Period

1. The grant period is **24 months** from the date of the DNR's signature on the Grant Agreement. Keep track of this date. PLEASE NOTE: Grant activities can not count for reimbursement or as pledged grant match percentage if they are incurred before the grant period, unless a written variance is approved authorizing those expenses to count.
2. All the grant activities must be completed, and the pledged match must be provided, by the end of the grant period. Costs incurred after the grant period are not eligible for reimbursement.
3. Progress Reports are required every six (6) months that the grant agreement remains in place. The form is located on our website and is in a PDF fillable format.

<http://dnr.wi.gov/org/aw/rr/archives/pubs/4400-250.pdf>

Grant Agreement & Amendment Procedures

4. Your Grant Agreement lists the eligible activities covered by this grant. It is possible to add additional eligible activities during the grant period as long as the amount of the grant request is not increased. To add additional eligible activities, the grant agreement must be amended and approved by the DNR. Discuss this with your DNR project manager, then send a written request that lists the activities to be added and a brief explanation to the DNR project manager with a copy of the request to:

**BF GSPF GRANT MANAGER – RR/5
WISCONSIN DNR
PO BOX 7921
MADISON, WI 53707-7921**

If an amendment to the scope of the Grant Agreement is approved, you will receive written notification.

Grant Extensions

5. You may request an extension of the grant period under s. NR 173.17.(2)(f), Wis. Adm. Code. The request must be submitted in writing and include the reasons for the request. Your request to extend the grant period must be made during the grant period. Requests will be evaluated on a case-by-case basis depending on the situation. If approved, you will receive a written response from the DNR that lists the new end date for your grant period.

Grant Requirements

6. Program regulations require that before the department may reimburse a local government for grant expenses, the grantee must demonstrate that all of the following conditions have been satisfied:
 - a. A local governmental unit or private non-profit organization owns or has long-term control over the eligible site or facility.
 - b. A deed restriction has been placed on the deed for the property where the eligible site or facility is located. The deed restriction has been recorded at the county register of deeds office, limiting the use of the property to the end use specified in the grant application for at least 20 years from the date that the grant agreement is signed by both parties. This deed restriction shall remain in place for 20 years. A model deed restriction is available from the DNR. Please do not record a deed restriction until you have received approval of the language in the deed restriction from the DNR.
 - c. A site investigation report and a remedial action plan have been approved by the department.

The DNR will work with each grantee to document that these conditions have been satisfied.

Reimbursement

7. Keep accurate records of all activities and payments that you expect to count as grant activities for reimbursement, or as the pledged grant match percentage (your contribution to the grant activities).
8. You may request a maximum of two partial reimbursement payments during the grant period. Each request must be made on forms available from the DNR and must include proof of payment and documentation of work completed, or in-kind services provided by the grantee.
9. Documentation of the required match percentage must be provided with each payment request, unless there is a surplus from a previous reimbursement request that will cover the full match percentage. The pledged 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 \$40,000 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.
10. To request reimbursement, send the following documentation to the address given in item 3 above:
 - a. a brief explanation or summary of the activities that are included in the reimbursement request, including the property at which the activities took place;
 - b. completed and signed reimbursement request forms which indicate that all bills are paid and that you have received all the items and services ordered. Both the "Reimbursement Claim Form" (Form 4400-234) and the "Reimbursement Claim Worksheet" (Form 4400-235) are available from the Brownfields Green Space and Public Facilities Grant web site:
http://dnr.wi.gov/org/aw/rr/rbrownfields/greenspace_grant.htm
 - c. a copy of paid invoices from all vendors (for materials and services) which must:
 - include detailed quantities, descriptions of goods and/or services, totals, and be marked "paid"; and
 - be dated during the grant period. NOTE: The grant period begins with the date of the DNR's signature of the Grant Agreement and extends for 24 months; and
 - d. copies of proof of payment. Acceptable forms of proof of payment include:
 - cancelled check (front and back) from the grantee's accounts, cashier's check, or money order;
 - original or copy of invoice or receipt where the vendor indicates the payment amount received and the date on which payment was received;
 - copy of the grantee's bank statement showing the payments that have cleared your accounts, accompanied by a photocopy of the check sent to the vendor.
11. Once the grant period ends, you have an additional six months to submit the final report and final reimbursement request.
12. The final reimbursement request must include a final report in addition to the information listed in item 8 above. A final report form will be available at the Brownfields Green Space and Public Facilities Grant web site:

Further Questions

13. Any grant or brownfield-related questions should be directed to you DNR project manager.