

## URBAN WILDLIFE DAMAGE ABATEMENT AND CONTROL (UWDAC) GRANT PROGRAM GRANT PROCEDURES

The Department of Natural Resources (DNR) has approved the portion of the grant request as listed in the grant contract, and you are to proceed as follows:

1. **Acceptance of Grant Award.** Thoroughly read the grant contract and procedures.
  - o Immediately **sign and date** both copies of the grant agreement! The **date you sign the award is the project start date!** Project costs incurred prior to the date you sign the grant award will not be eligible for grant sharing.
  - o **Advance Payment:** If you wish to receive an **advance payment** of the grant award, check the advance payment box on the last page of the grant agreement.
  - o **Return the “DNR COPY”** (yellow-colored document) by **February 23, 2010** or the Department will award your funds to the next eligible applicant.
  - o The copy of the grant agreement, marked “YOUR COPY,” is for your file.
  - o **Mail** the document to: UWDAC Grants Manager – CF/2, WI DNR, PO Box 7921, Madison, WI 53707-7921
2. **Project End Date.**
  - o All UWDAC **plans** must be implemented within **one year** of the date the Authorized Representative signed the grant agreement
  - o All UWDAC **projects** within **two years** of the date the Authorized Representative signed the grant agreement.
3. **Changes to Project End Date.** If you find that your plan and/or project requires more time to complete, send a written time extension request to the UWDAC grant manager. The request must be submitted **prior** to the end of the initial grant period for the plan or project and should indicate the amount of time needed to complete the plan and/or project.
4. **Changes to Plan/Project Scope:** Any modification to the plan/project scope will also require a written request to the UWDAC grant manager.
5. **Competitive Procurement.** As a recipient of state funds, you must comply with all applicable local and state contract and bidding requirements (refer to grant general condition A.6.e.). To help you determine the appropriate bidding method necessary for your project, a complete version of DNR’s “*Procurement Guide for Local Governments Receiving DNR Grants*” can be found on the following website:  
**<http://dnr.wi.gov/org/caer/cfa/LR/Urbanwildlife/grants.html>** (under “Forms & Publications”). A copy can also be provided upon request. Procurement guidelines can be complex so if you have any questions regarding the necessity for bids or how to conduct the bidding process, consult your municipality’s local attorney.
6. **Grant Closeout.** Close out the grant by requesting final reimbursement **only after all** orders and services have been received and paid, and all planned activities have been completed. Claims for payment and the final report must be submitted within one year of the plan/project termination date.
7. **Reimbursement Process.** To request reimbursement, send the following to the UWDAC grant manager:
  - a) A completed and signed **Request for Reimbursement Form** number 2300-269 which indicates that all the bills are paid and that you have received all the items and services you ordered;
  - b) A completed **Reimbursement Claim Worksheet** Form 8700-274;
  - c) **Proof of Purchase.** Copies of invoices from all vendors that include detailed quantities, descriptions of goods and/or services and the date the purchase made or service rendered.
  - d) **Proof of Payment.** Proof of payment can be documented in one of the following ways:
    - o copies of the front side of “canceled” checks (check amount imprinted on the lower right corner)
    - o copies of the front side of “uncanceled” checks along with a bank statement showing the check was processed
    - o copies of cashier’s checks, money orders used to pay the vendors
  - e) A **final report** that describes all UWDAC plan and/or project activities. Final payment will not be made until the final report and documentation of plan and/or project expenditures have been received and accepted by the Department.
8. **Questions?** Contact the UWDAC grant manager.  
Sandy Chancellor, DNR – Bureau of Community Financial Assistance  
101 S. Webster St., PO Box 7921, Madison, WI 53707-7921  
Telephone: 608-264-9207; Fax: 608-267-0496; E-mail: [Sandra.Chancellor@wisconsin.gov](mailto:Sandra.Chancellor@wisconsin.gov)

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