

## Municipal Dam Grant Cycle per NR 335

Date	Event	Checkpoints by Code
November 13, 2017	Open Municipal Dam Grant Application Period	Applicants may begin to submit complete grant applications to: DNR, Grant Manager/CF2, 101 S. Webster, Madison, WI 53703
<b>April 30, 2018</b>	<b>Applications Due</b>	All applications for a grant under this chapter shall be <b><u>received by the department no later than Close of Business on Monday, April 30, 2018</u></b> unless otherwise noted on the application materials.
May 15, 2018	Notice of Incomplete Application	The department shall review each application received for completeness and within <b>15 days of the application deadline</b> shall advise the applicant in writing of any deficiencies, omissions or errors in the application.
<b>June 14, 2018</b>	Deadline to comply with application deficiencies, omissions or errors.	Incomplete applications may not be considered if all information is not received by the department <b>within 45 days of the application deadline.</b>
<b>June 29, 2018</b>	Priority Funding Rank List Established	The department shall establish a priority funding list <b>within 60 days of the application deadline.</b>
By July 5, 2018	Applicants are Notified	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.
<b>January 2, 2019</b>	Plans & Specifications (P&S) submitted to DNR Water Management Engineer (WME)	Applicants receiving a commitment for funding shall <b>submit plans and specifications</b> to the department for approval <b>within 6 months of the priority funding rank notification date.</b>
As Workload Permits	DNR WME Approval of P&S	The DNR WME review and issuance of an approval letter will be done as soon as workload permits. (NR 335, Wis. Admin. Code does not prescribe a time limit for this review.)
<b>Within 90 days of DNR P&amp;S approval</b>	Submit construction bids to DNR WME for review and approval.	Construction bids for the proposed work are due to the DNR WME <b>within 90 days after approval of the plans and specifications.</b>
As Workload Permits	DNR WME Bid Approval	The DNR WME review and approval of bids will be done as soon as workload permits. (NR 335, Wis. Admin. Code does not prescribe a time limit for this review.)
Within 30 Days of Bid Approval	Grant Award Issuance	The department shall issue, in writing, a notice of grant award <b>within 30 days of receipt of an acceptable construction bid. Do not begin construction prior to receiving the grant award agreement.</b>
1 year from Priority Ranking List Notification	Applicant has met required submittal deadlines for P&S and bids OR has requested in writing a variance from the prescribed deadlines.	For any project that does not adequately advance <b>within one year of funding notification</b> to a point where the grant award is written, the department's commitment to fund said project may be rescinded.

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Due Date	Event	Checkpoints by Code
1 Year from Date of Grant Award	Project Completion	All construction performed on an eligible project shall be completed in accordance with s. <a href="#">NR 335.12</a> within one year from the date of the grant award unless the department extends that period for good cause.
Upon Project Completion	Dam Owner Approves project as Complete	Dam Owner submits to DNR WME 3 copies of as-constructed plans and specifications, monthly inspection reports prepared by the inspecting engineer on the project, and written certification from the owner's engineer stating that the project was completed in compliance with s. 31.12(4), Stats.
Within 60 Days of Receiving As-Constructed P&S, Inspection Reports and Engineer's Certification	DNR WME Conducts Final Construction Inspection	The department shall conduct a final inspection of the project within 60 days after receiving the as-constructed plans and specifications, inspection reports, and certification.
Within 30 Days of DNR Final Inspection	DNR WME Issues Project Completion Approval Letter	A project completion approval letter shall be sent to the owner <b>within 30 days of final inspection by the department.</b>
Within 90 Days of Project Completion	Submit Payment Reimbursement Request to DNR Dam Grant Manager – CF/2, 101 S Webster St, Madison WI 53703	Fill out the <b>Municipal Dam / Dam Removal Grant Program Payment Request, Form 3500-089 (Rev. 4/15)</b> <a href="http://dnr.wi.gov/files/PDF/forms/3500/3500-089.pdf?p=g">http://dnr.wi.gov/files/PDF/forms/3500/3500-089.pdf?p=g</a>  Include your Engineer's Certificate of Completion along with proof of purchase and/or proof of payment documentation (invoices, statements, check number, date and amount, time report logs and contractors application for payment) .

Reimbursement Claim Forms can be found on the Municipal Dam Grant web page under the tab *Reimbursement*. <http://dnr.wi.gov/Aid/DamMunicipal.html>