

Municipal Dam / Dam Removal Grant Program Payment Request

State of Wisconsin Department of Natural Resources (Form 3500-089)

INSTRUCTIONS:

- Fill in the Grantee/Project Sponsor Name, Grant Number, Dam Name and County where the dam is located.

PERIOD THIS REQUEST COVERS (MM/DD/YYYY)

- Enter the beginning and end dates of expenditures included in the payment request.

GRANT TYPE

- Choose which grant type applies to your project. Choose either: Municipal Dam (NR 335)
OR
Dam Removal (NR 336)
- **For a Municipal Dam Payment Reimbursement Request** – The reimbursement calculation is different for Municipal Repair/Reconstruction than it is for Municipal Dam Removal.
Select either Repair/Reconstruction **or** Removal

PAYMENT TYPE

- Select Partial or Final
- Partial payments are not allowed for the Dam Removal Grants program.
- One partial reimbursement request is allowed for Municipal Dam Grants, repair or removal.
To be eligible for the partial payment, the project must be deemed 50% complete by the DNR Water Management Engineer AND 50% of the state cost share amount has been expended
- Final payment requests for both the Dam Removal Grant program and the Municipal Dam Grant program should be submitted as soon as possible after the project is 100% complete but not more than 90 days after the project completion.

All payment requests are subject to project inspection approval by a DNR engineer.

The grant program manager will review all expenses and payments support documentation for eligibility.

STATE SHARE

- Grant Award Amount: Enter the grant award amount that is indicated on your grant award agreement. If the original amount of award has changed due to an amendment to increase or decrease the State Share, please enter the amended State share amount.
- Partial Payment Received: If you received a partial payment enter the amount.

FUNDS FROM OUTSIDE SOURCES

- Enter fund source name and amount contributed to the dam project.

EXPENDITURES WORKSHEET

- Fill in the expenses by invoice date, check number, payee and budget category. If possible, please include the invoice number.
 - Note that it is possible to add rows or delete rows on the worksheet.
 - To add a row click on the small box with a *plus* sign in it that is located at the bottom right corner. To delete a row click on the *minus* box at the beginning of the row (left side).
- Costs entered in the worksheet will auto-fill into the appropriate budget lines on page 1 of the reimbursement form.
- Include all eligible and ineligible costs incurred for the period of time when the expenses were incurred.
- Eligible costs are those that are directly related to the dam safety project. Refer to the budget category descriptions below.

DESCRIPTION OF BUDGET CATEGORY

- **Application Fees:** Costs related to preparation of the grant application and/or any dam related permit fees.
- **Construction Plan Engineering Fees:** Actual and reasonable engineering costs incurred in preparing the studies and the grant application form which are required under s. NR 335.07(2)(e) and (f).
- **EAP / IOM Fees:** Actual and reasonable engineering costs incurred in preparing plans and specifications as required in s. NR 335.06(4), the operation, inspection and maintenance plan and the emergency action plan.
- **Project Inspection Fees:** Actual and reasonable engineering costs involved in the on-site inspection of the repair, modification or abandonment of the dam. On-site inspection of the repair, modification or abandonment of the dam. On-site inspection by an engineer registered in the state of Wisconsin is required, at a minimum, during critical stages of construction and could be required full time for certain projects.
- **Construction Costs:** Actual and reasonable construction costs incurred in the repair, modification or abandonment of the dam, including labor and materials. Costs for activities other than the maintenance, repair or modification of the dam (structural alternative) only if the cost of that activity is less than the cost of the structural alternative.
- **Equipment:** Use of heavy equipment directly related to the dam safety project.
- **Miscellaneous Costs:** Other expenses that cannot be categorized above but that are directly related to the dam safety project. Total Project Expenditures: This amount will auto calculate and fill in.

LESS INELIGIBLE COSTS:

If ineligible costs were incurred and listed on the expense worksheet (page 2) they will be automatically filled in on page one and deducted from the total project expenditures.

NET PROJECT EXPENDITURES THIS CLAIM:

This amount will auto-fill. Net project expenditures are the total eligible costs after the ineligible costs have been deducted.

REIMBURSEMENT AMOUNT:

This amount will auto-calculate and auto-fill. This amount is based on the calculation associated with the project type and payment type that were selected on page 1.

CERTIFICATION

Please read the certification.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

The person signing the payment request should be the authorized representative designated by resolution of the grant sponsor.

****PLEASE BE SURE TO SUBMIT COPIES OF ALL RECEIPT, INVOICES AND PROOF OF PAYMENT DOCUMENTATION WITH YOUR REIMBURSEMENT. ****

If you have any questions, please feel free to contact the Grant Manager:

Wendy Soleska

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