

Checklist for Ready for Reuse Grantees & Borrowers



Do not start the work at your cleanup site that you want a Ready for Reuse grant or loan to pay for until these items are completed!

These items need to be completed BEFORE beginning any remedial work at a Ready for Reuse grant or loan site.

- 1. Complete 30-Day Public Participation Requirements**
 - Work with the Ready for Reuse manager in Madison to get approval on the following documents:
 - Community Relations Plan (CRP)
 - Analysis of Brownfield Cleanup Alternatives (ABCA)
 - Quality Assurance/Quality Control Equivalent (QAQC)
 - Place the following documents, along with the three above documents, into a publically-accessible administrative record:
 - DRAFT Remedial Action Plan/Interim Action Plan
 - Any other site or project-related reports
 - Send DNR copies of final, approved documents (hard or electronic copies)
 - Public notice must be given to announce the public comment period and tell people where the administrative record is located. For example, a newspaper notice should be placed in:
 - a newspaper of general circulation; and
 - must appear in a common area of the paper (not in the legal notice section).

If a shorter public comment period is required, work with the Ready for Reuse manager. 15-day periods have been granted in certain circumstances.
- 2. Respond to all comments received during public comment period.**
 - Keep a record of all comments and responses. Send this to the Ready for Reuse manager at the end of the comment period.
- 3. Receive a Decision document from DNR approving the Public Participation process.**
- 4. Receive RAP approval/Interim Action approval from DNR regional project manager.**

Once these are complete you may proceed with your project and submit payment requests.

Questions? Contact: Christine Haag (608-266-0244 Christine.Haag@wisconsin.gov).