**Grant Application Checklist and Certification**

Document Checklist

Grant Application Form

Budget Table (Excel file)

Data Sharing Plan (Required for Projects that collect or create environmental data)

Attached

Not applicable

Documentation for Construction and Habitat Restoration Projects – see checklist on following page

Attached

Not applicable

Documentation for Acquisition Projects – see checklist on following page

Attached

Not applicable

Signed Certification Statement (please see below) **Electronic signature accepted**

Electronic submittal

Submit the Grant Application Form in Microsoft® Word (.doc) format and all supporting attachments (any format) by email to [coastal@wisconsin.gov](mailto:coastal@wisconsin.gov). If the application is too large to submit by email, please contact WCMP staff for file sharing instructions.

Certification

I certify that all statements in this application, including all requested supplemental information, are true, complete and accurate to the best of my knowledge.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Documentation (for Construction, Habitat Restoration, and Acquisition Projects)

*Documentation for Construction and Habitat Restoration Projects*

306A Questionnaire. Include all documentation listed in the form.

Questionnaire can be found here: <https://doa.wi.gov/Pages/LocalGovtsGrants/CoastalDocuments.aspx>

Site photographs.

Technical documentation (e.g., site plan, building plans, etc.).

Preliminary engineering report. (Projects over $100,000 must provide a full detailed Preliminary Engineering Report, including all pertinent technical information.)

Affidavit of Public Ownership (see attached suggested form).

Additional existing documentation from completed environmental and historical/cultural resources reviews, such as Phase 1 Environmental Site Assessment, Section 106 SHPO review, etc.

*Documentation for Acquisition Projects*

306A Questionnaire. Include all documentation listed in the form.

Questionnaire can be found here: <https://doa.wi.gov/Pages/LocalGovtsGrants/CoastalDocuments.aspx>

Certified copy of a resolution expressing the intent of the local unit of government to acquire interest in the land or real property.

Independent appraisal pursuant to federal guidance, including descriptions of existing easements and encumbrances.

Affidavit of intent to purchase (see attached suggested form).