

Application Procedures

1. Fill out the *Grant Application Form* and all required documents
2. Print the *Checklist and Certification* form (part of these *Instructions*)
3. Complete and sign the *Checklist and Certification* form
4. ~~Assemble the *Grant Application Form*, required documents, and additional supporting documents, and mail five (5) copies of the complete application form and supporting documents postmarked by November 2, 2020 to:~~

~~Mailing Address:~~

~~Wisconsin Coastal Management Program
P.O. Box 8944
Madison WI 53708-8944~~

~~For overnight express:~~

~~Wisconsin Coastal Management Program
101 East Wilson Street, 9th floor
Madison WI 53703~~

~~NOTE: Do **not** use ring binders or report covers for your application package.~~

Please Note: Since the original application materials were released, WCMP has decided not to require printed documents. If your application files exceed 15MB in size, please contact WCMP staff for instructions on sharing large files.

5. Submit an electronic version (Microsoft® Word format) of the Grant Application form by email to coastal@wisconsin.gov by November 2, 2020. Note: Incomplete applications may be rejected at the discretion of the WCMP.

Important Application Information

Request for Proposals: Please read the *Request for Proposals* for project selection and eligibility guidance.

Grant Application Form: This is a Word format document and must be submitted as a Word document. Please provide all of the requested information in the boxes provided.

Summary Information Form (page one)

Enter information about the applicant and project. Provide your organization's DUNS number. If a DUNS number has not yet been applied for, please contact Dun and Bradstreet (<https://www.dandb.com/free-duns-number/>). For location, indicate a primary county where the project will be located. Use the "Other Counties" box to enter additional counties for regional projects. Enter the Congressional and Legislative District numbers for the primary project location.

Note that scoring will give greatest weight to *Impact on Coastal Resources* (Section 3).

Projects that can demonstrate a high degree of impact on Great Lakes coastal resources as described in the *Application Form* will be given a higher priority. Please answer each of the questions in each section.

Methodology and Timetable (Section 4)

Describe specific tasks and work products/deliverables, including a timetable for accomplishing milestones. If your project is awarded funding, you will be required to report on the progress towards accomplishing tasks and delivering work products. If part of the project will be completed by a 3rd party contractor (Contractual budget line) you must identify the contractor if known at time of application or notify WCMP when the contractor is secured.

Project Budget (Section 5)

Provide details of the project budget using the specific categories provided in the first table. The first table **must** be completed. Additional details may be provided in additional tables.

Budget Description (Section 6)

Describe the source of sufficient *nonfederal* matching funds. WCMP Grant projects with a total budget of \$60,000 or less require a 50% match. Projects with a total budget larger than \$60,000 require a 60% match. Federal funds may not be used as match for WCMP Grants. All matching funds or in-kind expenses must be spent during the grant period (no prior match is allowed).

In-kind match includes the use of equipment, supplies, land or other commodity already owned by the applicant or the use of items or staff time donated by a third party. Partnerships that include meaningful private contributions as part of the match are encouraged. Gifts and donations of property are acceptable, but only if they are made during the grant period. Financial donations collected before the grant period may be included in the match calculation only if the money is expended after the grant period begins.

Volunteer time used as an in-kind match must be charged at the rate paid for the type of work being done. For example, the time an

attorney spends doing data entry work for a project is charged at the rate paid to data entry operators. If the attorney volunteers to do legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney.

Describe how the grants dollars will be leveraged (funds in addition to the grant request and the required match). Include efforts made to find leveraged funds. Include the amount of leveraged fund if they have been identified.

For opportunities to leverage funds and find other grant sources, the Grants Information Collection (GIC), located in Memorial Library at the University of Wisconsin-Madison, is a collection of print and electronic materials (<http://grants.library.wisc.edu>). GIC is open to the public. Collection users do their own research. The GIC is a cooperating collection of the Foundation Center (<http://foundationcenter.org>), an independent national service organization, headquartered in New York that is the "nation's leading authority on philanthropy." R.A. Smith National provides a Grants and Funding Directory (<http://www.rasmithnational.com/grants/Default.aspx>) for communities, non-profits, businesses and others seeking financial resources. The directory is comprised primarily of state of Wisconsin and federal funding programs. The directory is a single resource for approximately 250 funding programs available through nearly 100 local, state and federal agencies and organizations.

Required Documentation and Attachments:

Construction and Habitat Restoration Projects

Activities in any grant category that involve construction or disturbance of soil, including sign post installation and invasive species control, require additional review by NOAA and documentation of potential environmental impacts. Applicants must complete the Environmental Review Checklist and provide appropriate proof of public ownership or easement.

306A Questionnaire

Providing as much documentation as possible will improve a project's chances of funding and will ensure timely approval of a project by NOAA. Site details (description, location, legal land description) and existing documentation of environmental and historic resources, such as reviews, surveys, or assessments are especially helpful.

Data Sharing Plan

If a project is creating or collecting any data the applicant must complete this plan to assure the data will be accessible for public use.

Grant Application Checklist and Certification

Document Checklist

- Completed Application
- Electronic submittal

Submit the *Grant Application Form* in Microsoft® Word (.doc) format and all supporting attachments (any format) by email to coastal@wisconsin.gov Do NOT use .pdf (Acrobat) format for the grant application form.

- Signed Certification Statement (**electronic signature accepted**).

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 (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 Projects that collect or create data (GIS data, monitoring data, etc.)

- Data Sharing Plan (attached form).

Documentation for Acquisition Projects

- Environmental Review checklist (attached form). Include all documentation listed in the checklist.
- 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).

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 _____

Affidavit of Public Ownership for Construction and Habitat Restoration Projects

I _____ solemnly affirm upon personal knowledge that the following statements are true:
(print name of official)

I being first and duly sworn state that:

1. **[Customize this paragraph]** *Official must state what his/her title is and what authority he/she has to say that the property is publicly owned.*
2. **[Customize this paragraph]** *Official must state that the property is owned or leased by the state or local government (in accordance with OCRM's CZMA Section 306A Guidance, February 1999) and there are no encumbrances on the property that interfere with the proposed section 306A project.*

Signed _____
(name of official)

Subscribed and affirmed before me this day of _____ (month),
_____ (year).

Notary Public

My Commission expires:

Affidavit for Land Acquisition Projects

I _____ solemnly affirm upon personal knowledge that the following statements are true:
(print name of official)

I being first and duly sworn state that:

3. **[Customize this paragraph]** *Official must state what his/her title is and what authority he/she has to say that the property will be publicly owned.*
4. **[Customize this paragraph]** *Official must state that through the use of these funds the property will be owned or leased by the state or local government (in accordance with OCRM's CZMA Section 306A Guidance, February 1999) and there are no encumbrances on the property that interfere with the proposed section 306A project.*

Signed _____
(name of official)

Subscribed and affirmed before me this day of _____ (month),
_____ (year).

Notary Public

Signed _____
(name of notary)

My Commission expires: _____

Notary Stamp/Seal:

Data Sharing Plan

1. General description, including types of environmental data and information to be created during the project. Include location(s) and approximate total volume of data:
2. The type of collection method:
3. Tentative date by which data will be shared:
4. Standards to be used for data/metadata format and content, and standards for output data. Please be specific: include software and quality assurance/quality control procedures:
5. Procedures for providing public access to data, including date of availability and any access restrictions. Describe access protocols used to enable data sharing:
6. Policies addressing data stewardship and preservation. Include initial data storage, data back-up, and long-term preservation: