

Grant Application Checklist and CertificationDocument Checklist

- ☐ Grant Application Form (Submit as a Word document)
- ☐ Budget Table (Excel file)
- ☐ Data Sharing Plan (Required for Projects that collect or create environmental data, including data compiled from online resources.)
 - ☐ 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**

Outdoor activities: Please check one box

- ☐ This project will not include any outdoor activities.
- ☐ This project includes low-to-no impact activities, such as field trips, site visits, or passive monitoring. Details in the application include location and timing of outdoor activities.
- ☐ This project includes moderate-to-high impact activities, such as drilling and sampling, habitat restoration, land acquisition, new sign installation, or trail work. Details are included in the application and a completed WCMP 306A Environmental Questionnaire are attached.

Electronic submittal

- ☐ Submit the Grant Application Form in Microsoft® Word (.doc) format, the Budget Table in Excel (.xlsx) and all supporting attachments (any format) as individual documents (i.e. do not combine into a single PDF) by email to coastal@wisconsin.gov. If the application is too large to submit by email, please contact WCMP staff for file sharing instructions. WCMP will not accept links to an external shared location.

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 Environmental Questionnaire. Include all documentation listed in the form.
Questionnaire can be found here: <https://doa.wi.gov/Pages/LocalGovtsGrants/CoastalDocuments.aspx>
- ☐ Site photographs.
- ☐ An affidavit showing that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years).
- ☐ A detailed site plan for the project and/or preliminary engineering report. (Projects over \$100,000 must provide a full detailed Preliminary Engineering Report, including all pertinent technical information.)
- ☐ A plan to ensure that operations and maintenance are provided for the project for its expected useful life
- ☐ A detailed site location map for the project. If available, please include the relevant USGS quadrangle maps for the site.
- ☐ Documentation demonstrating compliance with the provisions of Build America, Buy America Act and associated CZMA cooperative agreement specific award condition.
- ☐ 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 Environmental Questionnaire. Include all documentation listed in the form.
Questionnaire can be found here: <https://doa.wi.gov/Pages/LocalGovtsGrants/CoastalDocuments.aspx>
- ☐ A title opinion or title insurance commitment/certificate showing that the property to be acquired is owned by the contracted seller and is free of encumbrances that could affect the intended uses of the property. Title opinion must be less than one year old.
- ☐ Copies of any third-party easements associated with the acquisition.
- ☐ An independent appraisal of the fair market value for the property to be purchased. Appraisal must have been completed within 6 months of submission.
- ☐ A legal property survey meeting all applicable state and local requirements for accuracy and sufficiency.
- ☐ Copy of draft final deed and conservation easement (if applicable) containing the required NOAA deed restriction.
- ☐ A copy of the purchase-sale agreement indicating the selling price.
- ☐ Evidence of agreement with willing seller (e.g., letter from seller).