**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. 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).