

DAM REMOVAL GRANT PROGRAM

(Ch. NR 336, Wis. Adm. Code)

INSTRUCTIONS FOR COMPLETING APPLICATION FORM 3500-106

Completion of Form 3500-106 is required by the Department of Natural Resources (DNR) if a municipality, lake district, private dam owner, state agency or other entity, who has permission of the owner, wishes to be considered for a grant under Ch. NR 336, Wis. Adm. Code. A link to Ch. 336, Wis. Admin. Code and a fillable, printable grant application form are available at the following DNR website: <http://dnr.wi.gov/Aid/DamRemoval.html>. If you still have questions after reading through the instructions, the following DNR staff are available to assist:

Uriah Monday, State Dam Safety Engineer	608-225-6716
Tanya Lourigan, Dams and Floodplain Section Chief	608-444-2089
Wendy Soleska, Dam Grant Manager	608-852-1358

SECTION-BY-SECTION INSTRUCTIONS

Application Type

- ◆ Indicate whether this application is for the *removal of a dam by the owner* or for the *removal of an abandoned dam* by an authorized individual with legal access to the property for the purpose of removing the dam.
- ◆ *Abandoned dams* are those declared abandoned using the process under s. 30.121(4) and s. 31,187(1), Wis. Stats.

Section 1 – Applicant Information

- ◆ Indicate whether the applicant is an individual private owner or an organization.
- ◆ Specify the type of organization, such as a nonprofit group, a municipal entity or state agency.
- ◆ Complete all applicant information as instructed on the grant application form.

Section 2 – Dam Information

- ◆ Provide the common or local name of the dam, the size of the dam and pool area created by the dam, the name of the waterway that is impounded by the dam, the owner of the dam, if different than the applicant, and the location of the dam. Attach a detailed map.

Section 3 – Checklist: Statement of the progress that has been made to obtain the necessary permits for the dam removal project.

- ◆ For a *dam removal by owner* project, indicate if an application to abandon and remove the dam has been submitted by the owner.
- ◆ For an *abandoned dam removal* project, indicate if the dam has been identified by the DNR as abandoned and whether it has been declared abandoned under s. 31.187, Wis. Stats.

Section 4 – Estimated Eligible Project Costs

- ◆ Group the estimated costs for three categories of expenses, described below.
 1. **Removal Plans and Construction Related Services:** includes all engineering and planning expenses leading up to, and through, the actual removal project. For some small projects there may not be any costs in this category.
 2. **Removal Operations:** include the costs of removing the dam.
 3. **Restoration:** include activity within the original pool area to stabilize the land following the removal of the dam structure.

After entering the total costs for each category, the total estimated project costs will automatically be calculated. If the total estimated project costs exceed \$50,000 enter the amount of funding provided by sources other than the dam owner.

- ◆ **Funding from Sources Other Than Owner:** Specify any other funding sources contributing to the cost of the project.
- ◆ **Grant Amount Requested (not to exceed \$50,000):** The amount will automatically calculate.
- ◆ **Expected Project Completion Date:** The applicant must specify the expected project completion date. The completion date cannot exceed 2 years from the signature date of the grant application.

Section 5 – Attachments

Make sure all attachments are complete and submitted along with the application form.

- For abandoned dams, documentation showing that the applicant or authorized representative has legal access to the property on which the dam is located.
- For dams being removed by an organization on behalf of the owner, documentation showing that the organization is acting as the authorized representative of the owner and that they have legal access to the property on which the dam is located.
- A map showing the location of the dam and the adjacent owners with property boundaries indicated. This map must include information for landowners adjacent to the affected pool area as well as the dam itself.
- A copy of the deed to the property on which the dam is located.
- A description of the project and, at a minimum, the conceptual plan for the removal project. The larger the project, the more detailed plans will become, but this is where costs which are lumped into the three categories on the application form should be broken down and explained in detail.
- If the estimated costs for dam removal exceed the \$50,000 limit that DNR is allowed to award, identify the source(s) and amount of outside contribution(s) for the dam removal project to show that enough funding is secured to complete the project. This grant cannot reimburse for costs paid by sources outside the dam owners resources.

Section 6 – Certification

- ◆ The certification statement must be reviewed, signed, and dated by the authorized representative.
- ◆ In the case of an *abandoned dam removal* application, this form is to be signed by the authorized representative who has legal access to the property on which the dam is located, for the purpose of removing the dam.

APPLICATION SUBMITTAL:

- **Applications may be submitted on a continual basis.**
- Grant applications **deemed complete** will be awarded based on the date the application was received by the Department.
- **Applicants will be notified if an application is incomplete and will need to resubmit a complete application.**
- **Please note that construction expenses incurred prior to the grant award date or after the grant expiration date are not eligible for reimbursement. Engineering costs prior to an application submittal or award are grant eligible.**
- Mail applications to: WI Department of Natural Resources
Application must be addressed as follows:
**Wendy Soleska, Grant Manager
Dam Grant Program – CF/2
101 South Webster Street
P.O. Box 7921
Madison, WI 53707-7921**
- Applications can be hand-delivered to: The DNR Customer Service Center, 1st floor, State Natural Resources Building, 101 S. Webster Street, Madison, WI.

Hand-delivered applications still need to be addressed as indicated above.
Make sure the application is stamped with the date of delivery.
- **Faxed applications are not accepted.**

A COMPLETE GRANT APPLICATION INCLUDES:

- ✓ **Fully completed grant application form**
- ✓ **Certification Statement signed by the Authorized Representative**
- ✓ **All Section 5 attachments that apply**

ONLY COMPLETE APPLICATIONS WILL BE IN PLACED IN QUEUE FOR FUNDING.