



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

Instructions for Extending 2016 SWRM Cost-Share Projects into 2017

If you have unfinished BOND and SEG funded cost-share projects, the deadline to apply for an extension for the projects is on or before **December 31, 2016**. To apply for an extension a project must meet the following:

- Landowner contracts signed by December 31, 2016 AND
- The project will not be completed by December 31, 2016

REMINDER POINTS:

- ▶ Extensions are granted for only one year.
- ▶ Projects already extended from 2015 to 2016 cannot be extended again.
- ▶ Cost-share projects completed by December 31, 2016, not requiring an extension, must have a reimbursement request submitted to DATCP no later than February 15, 2017.
- ▶ Unspent funds for an extended project may be applied to cover the costs of another extended project from the same fund source. DATCP will automatically use extended funds to cover reimbursement requests for extended projects until extended funds are exhausted.
- ▶ All extension requests must be e-mailed to DATCP on or before December 31, 2016.
- ▶ Please e-mail the following documents to datcpswrm@wisconsin.gov :
 1. The **signed PDF version** of the Extension Form, ARM-LWRM 200, available at: http://datcp.wi.gov/Environment/Land_and_Water_Conservation/SWRM_Grant_Program_Working_Manual/index.aspx
 2. The **signed** extended landowner cost-share contract(s) and any other required documents, which may include: change order(s), or exhibit A1 form(s)
- ▶ DATCP will notify all the counties on their extension approval by providing a copy of the *Addendum to the 2017 Joint Final Allocation Plan*, which will be sent no later than April 30, 2017. DATCP may contact counties prior to this date to adjust the dollar amounts of their extension requests based on available funds, or make other necessary changes in their requests.

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