

SECTION 2

2.7 REALLOCATION OF COST-SHARE FUNDS

This document explains the process for the reallocation of funds from the DATCP reserve for resolution of farm discharge projects. Each year DATCP identifies the funds that will be set aside in a reserve for reallocation during that grant year including a specific dollar held in reserve and the terms by which reallocation will be made from the reserve.

The reallocation process has three steps the first of which requires the county have a project that qualifies for a reallocation. A farm discharge project may qualify if the county applies for and receives a NOD/NOI grant or a DATCP engineer selects the project for funding. Based on available funding and projects costs, grant awards may be less than the amounts requested, and grant recipients may need make adjustments in the project to complete the work.

Below is an outline of the process:

Step 1. Qualifying for a Reallocation

1. Seek funding through a reallocation by either:
 - Applying for NOD/NOI grants using a separate procedure, <http://dnr.wi.gov/Aid/NOD.html>
 - OR
 - Working with a DATCP engineer to determine if farm site with discharge is eligible.
2. Receive notification that the project has been selected for funding.
 - Agency staff provide notice that the project will receive NOD/NOI funding.
 - OR
 - DATCP engineering staff provide notice the project qualifies for funding as a farm discharge site.
3. Have a DATCP engineer formally approve the project by completing Form ARM-LWR-385. A form is complete when the engineering staff person:
 - Checks the box in the “Type of Approval” section signifying that the project involves a reallocation of funds indented to resolve a farm discharge.
 - Includes the amount of cost-sharing for the project and amount of funds request for a reallocation. *Note: The reallocation amount should typically be same amount as the cost-sharing amount.*
 - Checks all the boxes in the “Approval Criteria” section.

Step 2. Initiating and Securing a Reallocation

1. Complete Form ARM-LWR-434 when directed by DATCP, and include the following
 - A dollar amount (rounded to the nearest whole dollar) for the reallocation that corresponds to the amount approved in the cost-share contract.

- The signature of one of the following officials from the Receiving County: LCC Chair, County Board Chair, or County Executive or Administrator.
2. Scan and electronically submit the completed ARM-LWR-434, and required accompanying documentation (Form ARM-LWR-385, a cost-share contract) for DATCP approval.
 - The deadline for submission is **December 1th** of the grant year. Submissions made beyond this deadline may be denied and returned to the county submitting the request.
 - DATCP will not process reallocation requests if paperwork is incomplete. DATCP will contact the county to communicate information necessary to correct their submission. DATCP will not process any requests if the county fails to respond to complete their submissions.
 - DATCP requires an accurate cost estimate for a project and indication of landowner willingness to proceed. Normally this is documented with the cost-share contract that identifies the landowner and estimates costs for the project.
 - The county should retain the original signed documents in their files.
 3. Secure DATCP approval as indicated by a copy of the form ARM-LWR-434 signed by DATCP to reflect is approval.
 - Counties can expect a short turn around on processing their requests since DATCP uses a streamlined process to secure the LWCB's recommendation regarding a proposed reallocation, and has delegated signature authority to the ARM Division Administrator to sign on behalf of the DATCP Secretary.
 - Upon approval, DATCP will notify the county grant recipient and attach copies of the approved documentation to the county's grant contract, thereby amending the contracts, and provide a copy of the approved documentation to the county.

Step 3. Post-Approval Actions

1. Once approved, the county receiving the grant has these options for managing reallocated funds:
 - Extend unspent funds into the subsequent calendar year to complete the designated project, subject to s. ATCP 50.34(6).
 - Use any unspent funds after the completion of the designated project on other projects. If the project is extended, unspent funds can only be used on other extended projects.
 - Add other allocated cost-share funds to projects initially funded by a reallocation.
2. The county assumes full responsibility for cost-sharing practices included in a cost-share contract in the event cost-share dollars from the reallocation are inadequate to complete the project (e.g. due to cost overruns).
3. DATCP will revise the annual allocation plan to reflect all approved reallocations, and will prepare an accounting to show how all reallocations have changed the grant funds allocated in a particular year.