**Instructions for Extending SWRM Cost-Share Projects**

If you have unfinished BOND or SEG funded cost-share projects, you may request a **one-year extension** to complete these projects by submitting your request on a DATCP-approved form **on or before December 31st**. Projects already extended once cannot be extended again.

To apply for an extension of one or more cost-share projects, you must meet the following requirements:

► The cost-share contract for the project must be signed by December 31st.

► The project will not be completed by December 31st. If you submit an extension request for a project that ends up being completed before December 31st, you may obtain reimbursement for the costs by submitting your request to DATCP no later than February 15 of the next year.

► Extension Request Form, ARM-LWRM 200, available from [here](http://apwmad0p4145:48143/Pages/Programs_Services/SWRMSect3.aspx)[[1]](#footnote-1), must be completed and emailed to [datcpswrm@wisconsin.gov](mailto:datcpswrm@wisconsin.gov)on or before December 31st.

* For each requested project extension, DATCP must receive **signed** cost-share contract(s) and any other required documents, which may include change order(s), or exhibit A1 form(s).

After your extension request is submitted, DATCP:

► May contact your prior to approval of your request to adjust the dollar amounts of your extension requests based on available funds, or make other necessary changes in your request.

► Will notify you of the approval of your extension requests by providing a copy of the Addendum to the Joint Final Allocation Plan, which is usually available by April 30th*.*

► Will apply unspent funds leftover from one extended project to cover the costs of another extended project from the same fund source. DATCP will continue to use extended funds to cover reimbursement requests for extended projects until extended funds are exhausted.

1. [https://datcp.wi.gov/Pages/Programs\_Services/SWRMSect3.aspx](http://apwmad0p4145:48143/Pages/Programs_Services/SWRMSect3.aspx)

   **March 2018**  [↑](#footnote-ref-1)