



## Remediation and Redevelopment Program

# Wisconsin Ready for Reuse Program Checklist for Grantees & Borrowers



**Do not start the work at your cleanup site that you want a Ready for Reuse grant or loan to pay for until these items are**

These items need to be completed BEFORE beginning any remedial work at a Ready for Reuse grant site.

### 1. Complete 30-Day Public Participation Requirements.

- Work with the Ready for Reuse manager to get approval on the following documents:
  - Community Relations Plan (CRP)
  - Analysis of Brownfield Cleanup Alternatives (ABCA)
  - Quality Assurance/Quality Control Equivalent (QAQC)
  
- Place the following documents, along with the three above documents, into a publicly-accessible administrative record:
  - DRAFT Remedial Action Plan/Interim Action Plan
  - Any other site or project-related reports
  
- Send the DNR copies of final, approved documents (hard or electronic copies)
  
- Public notice must be given to announce the public comment period and tell people where the administrative record is located. For example, a newspaper notice should be placed in:
  - a newspaper of general circulation; and
  - must appear in a common area of the paper (not in the legal notice section)

If a shorter public comment period is required, work with the Ready for Reuse manager. 15-day periods have been granted in certain circumstances.

### 2. Respond to all comments received during public comment period.

- Keep a record of all comments and responses. Send this to the Ready for Reuse manager at the end of the comment period.

### 3. Receive a Decision document from the Ready for Reuse manager approving the Public Participation process and authorizing the grantee to proceed with expenditures of Ready for Reuse funds for this project, consistent with the terms of the grant or loan agreement and the approved cleanup plan.

## Contact Information

Contact Gena Larson at 608-261-5404 or [gena.larson@wisconsin.gov](mailto:gena.larson@wisconsin.gov) with any questions about the Ready for Reuse program.

---

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Chief, Public Civil Rights, Office of Civil Rights, U.S. Department of the Interior, 1849 C. Street, NW, Washington, D.C. 20240.

This publication is available in alternative format (large print, Braille, etc.) upon request. Please call for more information. Note: If you need technical assistance or more information, call the Accessibility Coordinator at 608-267-7490 / TTY Access via relay - 711