



Date: _____

Landowner Name(s): _____

Mailing Address _____

Site Address _____

Phone: _____ Cell: _____

Fax: _____ E-mail: _____

Legal Description: _____

County: _____

Parcel #	Section	Township	Range

Subwatershed: _____

Streams Present: No Yes (Stream Name) _____

Ditch Present: No Yes (Ditch Name) _____

Surface Water Impacted: _____

Distance from Surface Waters: _____

List Project Environmental Concern: _____

AG-WASTE BEST MANAGEMENT PRACTICES			
Type of Operation:	_____	Number of Animal Units (AU):	_____
Acres Owned:	_____	Acres Operated:	_____
Has the county been contacted regarding project? Yes <input type="checkbox"/> No <input type="checkbox"/> Contact Name: _____			
Comprehensive Nutrient Management Plan on File with NRCS/SWCD: Yes <input type="checkbox"/> No <input type="checkbox"/>			
MinnFARM Rating Completed: No <input type="checkbox"/> Yes <input type="checkbox"/> MinnFARM Rating _____			
Fields Identified as Highly Erodible Land (HEL): Yes <input type="checkbox"/> No <input type="checkbox"/>			
Type of BMP applying for:	_____		
NOTE:	_____		

LAND USE / STORMWATER PROJECTS							
Type of Project:	_____						
Size of Practice:	Length: _____	Width: _____	Depth: _____	Other: _____			
Is this property enrolled in any other programs (such as CRP, etc.): Yes <input type="checkbox"/> No <input type="checkbox"/>							
COMMENTS OR DESCRIPTION:	_____						

ACKNOWLEDGEMENTS

By initialing the statements below, the applicant acknowledges their understanding of SRWD Incentive Program Policies and Procedures as explained to them at the time of application. It is the applicant's responsibility to seek further clarification of any of the policies and procedures. If the applicant fails to initial any of the provisions below, the application will be considered incomplete, and further action by SRWD staff will not take place.

N/A Initial

- _____ _____ I understand that it is District policy to only provide cost share assistance to shoreland / or riparian restoration projects that incorporate a buffer (sizing to be determined) of native vegetation along with any Best Management Practices (BMPs) which may be considered hard armor (i.e. rip rap, retaining walls, etc.).
- _____ _____ I understand that I will be provided with a Site Assessment report from the SRWD that I can use to request cost estimates from a third party contractor.
- _____ _____ I understand that I as the applicant am allowed to hire a contractor of my choice. If I cannot find a suitable contractor, the District may direct me to a reputable contractor upon request.
- _____ _____ I understand that I as the applicant am also allowed to provide labor or equipment as a portion of my out-of-pocket cost.
- _____ _____ I understand that the District is not obligated to fund my project or portions of my project.
- _____ _____ I understand that the District is not obligated to encumber funds for my project until I sign a Financial Assistance Agreement.
- _____ _____ I understand that the District Board of Managers must approve all payments pertaining to my project, and that the District is allowed 30 days to process a payment.
- _____ _____ I understand that it is my responsibility to pay any costs which are due beyond the 30 day payment timeframe, and I agree to be reimbursed for these costs 30 days upon SRWD receipt of product/services invoicing by me.
- _____ _____ I understand that failure on my part to maintain the project may result in the District asking for all or a portion of my allotted cost share to be recovered, and it will be the District's discretion to determine the amount recovered.

I _____ submit this acknowledgement form on this day _____ and authorize the SRWD to commence work on my project.

Consent to Release Information to Third Party

In order to receive financial support from the Sauk River Watershed District, landowners must provide the District all information pertaining to their project before funds can be secured for them. If the landowner prefers, the District can work directly with an entity, government agency, engineer or other third party, to obtain all necessary documents required for the District to complete funding paperwork on any said project.

Please fill out and sign this form, to assure your paperwork is processed in a timely mannerly.

Full Name of Recipients

Mailing Address

Project Property Parcel ID Number

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above.

Signature: _____ Date: _____

Information to be released to the Sauk River Watershed District is from:

Entity (i.e. County SWCD, NRCS, Contractor, etc.)

Contact person at entity above

INTER-OFFICE NOTES							
Application Sent Date:		Initials		Application Received Date		Initials	
Submitted Documentation		Date	Comments / Notes				
Legal Description							
Design Plan							
Before Photos							
Project Schedule							
Project Specifications or Technical Standards							
Cost Estimate (SRWD or Other Agency)							
Bid Estimate 1							
Bid Estimate 2							
Manure Management Plan (copy if Applicable)							
Nutrient Reduction Estimates							

PROJECT APPROVAL			
Financial Assistance Agreement Sent Date:		Initials	
Financial Assistance Agreement Received Date:		Initials	
Board Approval Date:			
Project Completion Date:			
COST SHARE FUNDS ALOTTED	\$ _____	Project %:	_____
Grant Name _____	\$ _____		
Grant Name _____	\$ _____		
OTHER AGENCY FUNDS	\$ _____	From:	
SRF USED? No <input type="checkbox"/> Yes <input type="checkbox"/>	\$ _____		
TOTAL FINANCIAL ASSISTANCE	\$ _____		

NOTES:

Cost Share Application Instructions & Information

Cost share funds (grant dollars) are non-repayable funds available to citizens within designated sub-watersheds of the Sauk River Watershed District.

Purpose

BMP Cost Share may be used by public or private landowners for projects that support one or more of the following:

- Protect waters of the state located on public or private lands
- Enhance water quality
- Preserve and restore native plant and wildlife communities within our rivers, lakes and wetlands.
- Protect and preserve groundwater quality and quantity.

Various types of Best Management Practices (BMPs) are eligible for cost share funding such as:

- Feedlot and Ag-waste abatement
- Sediment and erosion control
- Shoreland and riparian rehabilitation
- Vegetative buffer strips
- Stormwater abatement projects
- Special Projects as defined by the SRWD staff

Available Funding

Cost Share funds are provided to land owners on a first come-first serve basis as funds are available. Each year, the watershed applies for grant funding and may or may not have available funding in your project area. The SRWD is able to provide cost share funding as a percentage of eligible total project cost as follows:

50% of Total Project Cost	Projects that impact water of the state within watershed district boundaries.
75% of Total Project Cost	Project that impacts water of the state designated on MPCA 303(d) list of Impaired Waters, or eligible through policy.

Ineligible Project Costs

Projects which include aesthetic landscaping practices, impervious material placement, (according to policy guidelines and/or staff discretion), rip rap (according to policy guidelines and/or staff discretion), etc., will not fall under the cost share eligible expenses and will be paid for by the landowner if they so choose. All expenses not deemed an environmental benefit will be ineligible for cost share assistance.

Septic system upgrades and other waste water treatment systems are not eligible for grant funding; however individual sewage treatment systems are eligible for low interest loan dollars under the State Revolving Loan Program.

Selection Process

The SRWD Board of Managers and staff will review the applications. The Board will make the final selections according to priority outlined in the SRWD Overall Plan, in conjunction with other agency water management plans. This is a competitive program, administered on potential environmental benefits, with priority ranking of individual projects. For example, if funding is limited, a project which is able to demonstrate substantial improvement to water quality will receive funding over a smaller project even if that project was received earlier in the review process. Some proposals may not receive funding. Incomplete applications will not be referred to the Board of Managers for consideration.

Cost Share applications need to be completed to determine eligibility by the SRWD. All applications must be approved by the SRWD and Financial Assistance Agreements signed and filed at the SRWD office before a project can begin. Any expenses accrued prior to all required documentation completed, approved, and filed with the SRWD are not eligible for cost share reimbursement.

Applicants will be notified of Cost Share Eligibility within **60 days** of application submission.

2012 Deadlines	
Submittal Deadline	Board Action Date
January 10	January 17
February 14	February 21
March 13	March 20
April 10	April 17
May 8	May 15
June 12	June 19
July 10	July 17
August 14	August 21
September 11	September 18
October 9	October 16
November 13	November 20
December 11	December 18

Step 1:

Fill out Application Form with project information (Page 1-2);

Step 2:

Decide on how you would like to proceed with project design and installation, keeping in mind that different options will result in varying costs, which you the landowner will be partially responsible for.

Scenario 1: *If you want to hire a formal excavator/landscaper/engineered plan:*

- A. Before photos
- B. Project design plans
- C. Project schedule
- D. Project specifications or technical standards (from county, MPCA, etc. or SRWD)
- E. Project cost estimate from engineer or consultant or county technical staff
- F. Plant list proposed (must be native to county of application)
- G. Copy of 2 cost estimates (or bids) from contractors
- H. Copy of required permits

Scenario 2: *If you propose to do the project on your own, following SRWD recommendations and design plans, the following is required:*

- A. Cost estimate of itemized materials and labor hours in order to allocate adequate funding
- B. Before photos
- C. Sketch plan of project footage, as well as plant area if installing a vegetative riparian buffer strip
- D. Selected plant list and planting design if installing a buffer area.
- E. Copy of required permits.

**Note: Watershed District staff are available for technical assistance, which includes site preparation, installation assistance, maintenance assistance, etc.*

Mail application to:

Sauk River Watershed District
 Attn: BMP Project Coordinator
 524 4th Street South
 Sauk Centre, MN 56378

The SRWD will review your application and notify you by phone or mail if your project is eligible for cost share dollars.

A checklist has been included on the following pages to assist you in your project.

If you have any questions or need additional information during this time in your project, please contact our office (320-352-2231).

Step 3:

Once this information is submitted, the SRWD will send you a **Financial Agreement** and an **Operation and Maintenance Plan** for your signature.

If you have any questions or need additional information, please contact our office (320-352-2231).

Step 4:

Once the District has received the signed financial agreement and the operation and maintenance plan from you, the project goes before the SRWD Board of Managers for final approval.

Step 5:

After board approval and final signature, landowners can proceed with project.

Step 6:

After project completion, all original invoices and receipts must be submitted to SRWD. Invoices need to be signed and dated by landowners. This ensures that the landowner is satisfied with any contracted work and deems the work satisfactory for payment.

The Sauk River Watershed District would like to thank you for your efforts in improving the water quality of the Sauk River and the lakes and streams within the Sauk River Watershed District.