

Cost Share Application for Hayed Buffer

2015

Date: _____

Landowner Name(s): _____

Mailing Address _____

Site Address _____

Phone: _____ Cell: _____

Fax: _____ E-mail: _____



How did you learn of the Hayed Buffer Program?

Legal Description: _____

County: _____

Parcel #	Section	Township	Range

Subwatershed: _____

Streams Present: No Yes (Stream Name) _____

Ditch Present: No Yes (Ditch Name) _____

Surface Water Impacted: _____

List Project Environmental Concern:

RIPARIAN BUFFER					
Riparian Length Owned:		Rented?		Rental rate (if applicable)	
Erosion evident:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Description:		
Current Land use practice:	Proposed Crop for this year _____		Proposed Crop for next year _____		
Erosion Measurements:	Length:		Depth:		Height:
			Length of time to erode:		
(How long did it take for the current erosion to happen? Months, years, etc.)					

Project Description:			
Size of Intended Project:	Length:		Avg. Width:
Total acreage of buffer			Attach seed mix information

ADDITIONAL COMMENTS / QUESTIONS:

ACKNOWLEDGEMENTS

By initialing the statements below, the applicant acknowledges their understanding of SRWD Buffer 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 projects that incorporate a buffer (sizing to be determined) of _____ native vegetation along surface waters.

_____ _____ 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)							
Total acreage for buffer							
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

The Buffer Program may be used by public or private landowners for projects that reduce the impact of soil erosion and stormwater runoff on water quality by reducing sediment, phosphorous, nitrogen and fecal bacteria loads to the Sauk River and its tributaries.

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:

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.
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Ineligible Project Costs:

Purchase of equipment and machinery, continual operating costs and labor are not consider eligible expenses. However, labor and equipment use of the applicant can be used as in-kind/match towards the overall project costs. All in-kind/match contributions must be supported by documentation.

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.

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.

The following information is required before application can be processed

- A. Before photos
- B. Last three years of cropping records
- B. Project schedule

The SRWD will review your application and notify you by phone or mail if your project is eligible for the buffer program.

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.

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. Following site inspection, the SRWD will release payment for eligible expenses.