



Comfort Lake – Forest Lake Watershed District Cost-Share Incentive Program

The Comfort Lake – Forest Lake Watershed District (CLFLWD) offers cost-share grants for projects that improve water quality and/or decreases stormwater runoff and preserves native plant and wildlife communities affected by lakes, rivers and wetlands. Potential projects include shoreline and streambank restoration/stabilization, raingardens and erosion control projects. Highest priority is given to collaborative projects and those with opportunities for public education.

➤ Eligibility

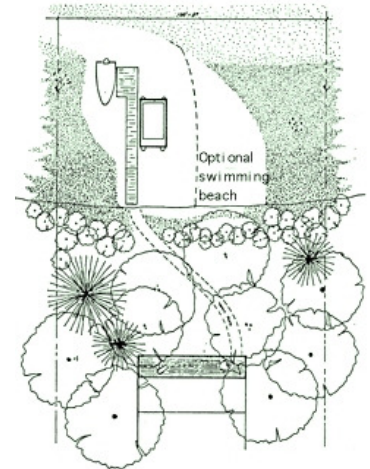
CLFLWD BMP cost-share grants are available for all CLFLWD residents, non-profit organizations, government agencies, businesses and corporations located within CLFLWD, and public and private schools located within the CLFLWD. Applications are accepted at any time however, funds are limited and awarded “first-come, first-serve.”

➤ Application and Project Approval Process

First, the potential applicant should schedule a site visit with CLFLWD and County SWCD staff to determine whether the site is a candidate for the cost-share grant program by calling CLFLWD offices at 651.209.9753.

If staff determines that the site is a candidate for the cost-share grant program, they will help the applicant with a conceptual design of the site. The applicant must then complete a CLFLWD cost-share grant application and submit it to CLFLWD offices at 220 North Lake Street, Forest Lake, MN 55025. Applications can be downloaded from the District’s website, clflwd.org, or can be requested by calling the CLFLWD offices.

The resulting application will be reviewed and ranked by the CLFLWD cost-share selection subcommittee and forwarded to the CLFLWD Board of Managers for approval. If approved, CLFLWD and County SWCD staff will help develop final design of the project with cost estimates. The final design provides specific details of what types of plants, rock, mulch, edger, etc. If approved, a cost-share and maintenance agreement/easement will be required for the project.



➤ Available Funds

Cost-share assistance for projects cover 50% of all materials and labor (volunteer labor rates are determined annually) and 100% design through the respective County SWCD for a maximum grant of \$ 3,000. Design’s other than those done through the County SWCD are 100% reimbursable up to a maximum of \$500. Further, expenses incurred before the grant is approved are not eligible; the landowner can not be paid for more than their out of pocket expense.

➤ Reimbursement of Funds

Upon completion of the project, CLFLWD and County SWCD staff will conduct a final site inspection for final approval of the installation. Cost-share funding agreed to by the full CLFLWD Board (and not to exceed original estimate), will be granted to the applicant only after the project installation has been approved, all receipts for the project have been received and the full Board has approved payment.



220 North Lake Street, Forest Lake, MN 55025

Phone 651.209.9753 Fax 651.209.9752 www.clflwd.org

CLFLWD BMP Cost-Share Incentive Program Application

Contact Information

Name		
Address		
City	State	Zip Code
Project Location (if different than above)		
Lake or Stream (if applicable)	Previous Grant Recipient? What Project?	
Home Phone	Work or Cell Phone	
Email Address	Other Contact Info	

Project Information

Project Description: (Use additional sheets as necessary) Please let us know what types of BMP you want to install, if you will use only native plants, and who you are planning to have do most of the work.		
Water Quality Issues the Project will Address: Clean water, invasive species removal and/or reduce amount of water going downstream.		
Area treated by project (attach two-ft topography)	Maximum Size of Practice	Landuse in Drainage Area

Cost-Share Request

Total Project Cost (Attach itemized list - required for cost-share)	CLFLWD Cost-Share Request (Max of 50% of material and installation and 100% of SWCD design [\$500 design maximum for designs other than SWCD] up to a maximum reimbursement cap of \$3,000).
Collaborators (List partners and contributing funds, if applicable)	

I certify to the best of my knowledge that the information included in this application is true, complete, and accurate.

Signature	Date
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For Official Use Only

Subcommittee Evaluation Date & Score	Board Review Date	Board Approved Yes No	Approval Amount
Payment 1 (Amount and Date Approved)		Payment 2 (Amount and Date Approved)	



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Comfort Lake- Forest Lake Watershed District BMP Cost-Share Incentive Program Application Steps and Procedures

Applicant's Step 1:

Schedule a site visit with CLFLWD staff at 651-209-9753 or email us at randy.anhorn@clflwd.org, or through the Chisago County SWCD (651-674-2333) or Washington Conservation District (651-275-1136).

CLFLWD Staff Step 1:

CLFLWD and County SWCD staff will meet you at the site for a review to determine whether the site is a candidate for the cost-share grant funds. The staff person will walk your site with you with a map to determine options for potential cost-share projects.

Applicant's Step 2:

If CLFLWD and County SWCD staff determine your site is a candidate for the cost-share grant program, complete and submit your application to Randy Anhorn by mail at 220 North Lake Street, Forest Lake, MN 55025), fax (651-209-9752), or email (randy.anhorn@clflwd.org). Applications can be requested by calling the CLFLWD office at 651-209-9753, or by downloading the application from the CLFLWD website (clflwd.org)

CLFLWD Staff Step 2:

CLFLWD and County SWCD staff will review the application and if it seems to be a good candidate, the staff will help the applicant with a conceptual design of the site. This will be a collaboration of staff and the applicant. When the conceptual plan is complete with a cost estimate, it will go to the District's selection subcommittee for their ranking. A conceptual design will determine the size of the project but will not provide specific details of materials or plant species used, but rather general descriptions like grass, flower, shrub or tree.

CLFLWD Staff Step 3:

Following the subcommittee decision, you will receive written notification about whether your application was approved for funding. If funding was not approved, the staff may still provide technical assistance on the project. If funding is approved, CLFLWD and County SWCD staff will help develop a final design of the project with the cost estimate. The final design provides specific details of what types of plants, rock, mulch, edger etc. This final design will go before the full board for final approval.

Applicant's Step 3:

Upon Board approval, the applicant is approved to start working on the project. Receipts of materials, and labor will need to be kept and filed for reimbursement when the project is completed. The applicant will need to contact the CLFLWD staff when the project is starting and at any major new task of work during the project. Any changes to the project design or extra materials or labor added to the project at this point do not qualify for cost share unless the Board authorizes the additions or changes.

CLFLWD Staff Step 4:

Upon contact by the applicant, CLFLWD and County SWCD staff will visit the site to provide technical assistance and site inspections. Site inspections will continue throughout the project construction. Upon completion of the project, CLFLWD and County SWCD staff will conduct a final site inspection and approval of the installation. Cost-share funding agreed to by the full Board will be granted to the applicant only after the project installation has been approved, all receipts for the project have been received, and the full Board has approved payment.