COMFORT LAKE
- WATERSHED DISTRICT -
FOREST LAKE
Protecting Your Water Resources

220 North Lake Street, Forest Lake, MN 55025

Phone 651.209.9753 Fax 651.209.9752 www.clflwd.org

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

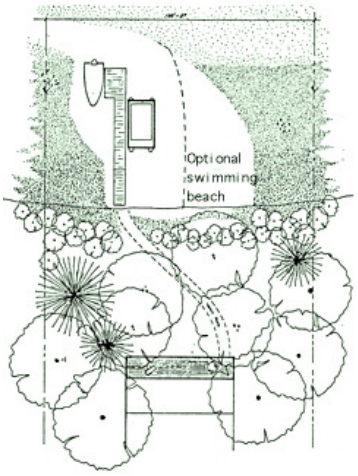
The Comfort Lake – Forest Lake Watershed District (CLFLWD) offers cost-share grants for projects that improve water quality and/or decrease stormwater runoff and preserve native plant and wildlife communities affected by lakes, rivers and wetlands. Potential projects include shoreline and streambank restoration/stabilization, pervious parking lots, raingardens and erosion control projects. Highest priority is given to collaborative projects resulting in measureable reductions in stormwater and nutrient loadings to receiving water resources and those with opportunities for public education.

➢ Eligibility

CLFLWD BMP cost-share grants are available for municipal, commercial or multi-landowner/multi-parcel BMP projects located within CLFLWD on a first come first serve basis. These projects generally involve public dollars as matching funds and/or multiple landowners. For projects dealing with surface water on individual properties, please refer to the District's **Residential Cost-Share Incentive Program**.

➢ Application and Project Approval Process

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



At the initial site visit and/or pre-proposal meeting CLFLWD and SWCD representatives will meet with the applicant to discuss the assistance request, the potential BMP project, design needs, and the partners and options for completing the project.

If staff determines that the proposed project and project site is a candidate for the cost-share grant program, the applicant must then complete a CLFLWD cost-share grant application including workplan 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 for funding, work on the project may begin after all required permits are obtained by the applicant and CLFLWD staff is notified of start date. CLFLWD representatives may be available to assist throughout the project as determined in the planning phase of the project. A cost-share and maintenance agreement/easement will be required for the project (details of which can be obtained by contacting the District office).

➢ Available Funds

Cost-share assistance for projects cover a Board-determined percentage (not to exceed 75%) of project costs up to a maximum grant of $15,000. Expenses incurred before the grant is approved are not eligible.

➢ 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.

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CLFLWD Community-Based BMP Cost-Share Incentive Program Application

Applicant Information

Organization		
Mailing Address		
City	State	Zip Code
Email or webpage	Tax status (e.g. local government, 501(3)(c), etc.)	
Organization Contact	Project Manager	
Organization Contact Phone	Project Manager Phone	
Organization Contact Cell Phone	Project Manager Cell Phone	
Organization Contact Email	Project Manager Email	

Project Information

Project Name		
Project Location Address or Description		
City	Township/Range/Section	Waterbody
Project Start Date	Project End Date	
Project Type (e.g. innovative practice, restoration, buffer enhancement, etc.)		
Total Cash Contributions From Partners	Total In-Kind Contributions From Partners	
Total Grant Funds From Other Sources	Estimated Overall Project Cost	
Submission Date	Grant Funds Requested	

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Community-Based Grant Program Application (*continued*)

Work Plan

Address each line item in the outline below in either a narrative or outline format. Items B and C may be brief in the initial application and developed further later in the project planning and development process.

A. Proposed Work Plan

   a. Describe the type of project proposed and the specific water resource issue or need addressed.

   b. Briefly describe the assistance needed for implementing the project (i.e. engineering/design assistance, financial assistance, project management, community outreach, etc.).

   c. Describe the anticipated water resource impacts and/or the alternate project that will occur if the funding is not available.

   d. Describe the overall context of the project, if it is meeting the goals of a local comprehensive or lake management plan, if it is a continuation or expansion of an existing project, etc.

   e. Provide a timetable for project implementation; including any deadlines or time-sensitive issues. This information may potentially be used to generate a payment schedule for grant funds and/or to assist in leveraging other funds.

B. Project Operation and Maintenance (a maintenance agreement will be required for the project). The maintenance agreement will address the following:

   a. Required maintenance activities and timetables for the project as detailed in the required maintenance agreement

   b. Landowner and other parties responsible for the maintenance activities

   c. Funding source(s) for short- and long-term maintenance

A copy of the District's required maintenance agreement can be obtained by contacting the District office.)

C. Project Budget

   a. Provide a description of the budget for the project. This may be in table format. Include the following information:

      i. Budget category (i.e. engineering, materials, labor, oversight)

      ii. Brief description of the category

      iii. Funds requested for each category

      iv. Partner contributions for each category

      v. Total budget for the project

      vi. Total grant amount requested

D. Resolution committing the applicant organization to the project and necessary project contributions.

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Community-Based Grant Program Application (*continued*)

Permit Information (project may not begin until all **required** permits are received)

Permit	Required	Date Submitted	Date Received	Permit #
CLFLWD	YES			
City/Township/County Grading	Y or N			
DNR Aquatic Plant	Y or N			
DNR Public Waters	Y or N			
Wetland Conservation Act	Y or N			
MPCA Feedlot	Y or N			
MPCA NPDES	Y or N			
Army Corps	Y or N			
Other	Y or N			

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Cost Share Information

Date application received	Cost share amount approved (may not exceed 75% of total estimated costs)
CLFLWD Representative	Board meeting date

Amount Authorized for Payment

Total eligible expenses from receipts	Amount authorized for payment (may not exceed cost share amount approved)
CLFLWD Representative	Board meeting date