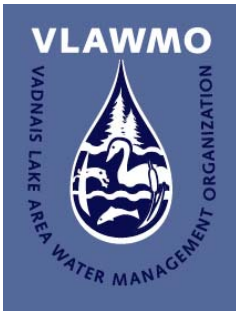


# VLAWMO COST SHARE APPLICATION



**Directions: Complete entire application; attach additional sheets if necessary to fully answer all questions. Pictures, maps, or drawings must be no larger than 11 x 14 and must be reproducible.**

Send completed application to: Kristine Jenson, Project Coordinator, VLAWMO  
800 East County Road E, Vadnais Heights, MN 55127

For questions or concerns, contact Kristine at (651) 204-6074 or [kristine.jenson@vlawmo.org](mailto:kristine.jenson@vlawmo.org)

## LANDOWNER INFORMATION

Name:
Address:
City, State, Zip:
Primary Phone:
Secondary Phone:
Fax:
E-mail Address:

## PROPOSAL SUMMARY

Please give a 2-3 sentence summary of request (include project title):	
Expected Date of Project Completion:	
Dollar amount requested (up to \$1000 for 50% of the cost for materials & labor):	Total project budget:

Answer the following questions as completely as possible. Include additional pages if necessary.

**1. LANDOWNER NARRATIVE:**

A) Describe your property, history of the site and the past management of the land.

B) List other key participants and their roles.

**2. PROJECT NARRATIVE:**

A) Describe the issue to be addressed.

B) Describe clearly the project objectives and expected outcomes.

C) Describe how the project objective supports one or more of the VLAWMO Cost Share purposes.

**3. PROJECT DETAILS:**

A) Attach a project work plan and timeline. Please include a detailed plant list if applicable.

B) Attach a detailed project budget.

**AUTHORIZATION**

*By signing below, the applicant agrees to all grant requirements as described in the VLAWMO Cost Share Agreement and will allow VLAWMO staff to visit the site for further assessment and consideration purposes.*

Name of landowner or responsible party \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# VLAWMO Cost Share Program Guidance

This policy exists to provide assistance to public and private landowners for implementing programs and projects that support one or more of the following:

- Prevention of flooding or mitigation of drought
- Water quality improvement or increase in watershed storage capacity
- Preservation, protection, and restoration of native plant and wildlife communities, especially along lakes, rivers, and wetlands
- Protection and preservation of groundwater quality and quantity

Available funds will vary by year. Once the annual amount is depleted, applicants will be advised to reapply the following year.

## Eligibility

The following conditions exist to meet eligibility requirements. Cost share grants are available for the following:

- All residents of VLAWMO
- Non-profit and religious organizations in VLAWMO
- Government agencies in VLAWMO
- Business and corporations in VLAWMO
- Public and private schools in VLAWMO

Examples of eligible projects include the following:

- Raingardens
- Redirect water runoff projects
- Volume reduction and runoff treatment projects (infiltration basins and trenches, cisterns, green roofs, filtration)
- Unique solutions for soil erosion and sediment control practices
- Native habitat restoration with priority given to waterways, lakes, ponds, buffers, and wetlands
- Purchase of rainbarrels to recycle rainwater
- Pervious asphalt and pavers

Example of non-eligible projects include the following:

- Aeration systems for ponds and lakes

The following conditions exist to meet eligibility requirements for expenses shared:

- VLAWMO may offer to fund 50% of the cost of materials and contracted labor; up to a \$1000.00 maximum. Eligible materials are those which stay on the property such as plants, erosion control blanket, mulch, and top soil. Eligible labor costs must be contracted and are subject to approval by VLAWMO staff. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects. Ineligible labor would include the use of friends or a volunteer group helping to implement the project.
- Projects completed or in progress are not eligible for funding.
- Submitted projects must be for items above and beyond VLAWMO's Development Standards.
- The cost share application and cost share agreement must be approved by VLAWMO and signed by both parties prior to commencement of work.
- A site visit by VLAWMO staff is required once the project is complete before a reimbursement check is released to the Grantee.

- Grantee must agree to maintain the project area for a minimum of 5 years. The site may be inspected by VLAWMO staff within that time frame to ensure compliance.
- Grantee must complete project and submit reimbursement request within one (1) year from date of grant approval.

**Evaluation Criteria**

Projects will be judged on the following:

- Are the activities and goals clearly stated and support one or more of the Cost Share Program purposes?
- Are there concisely defined, measurable results?
- Has a reasonable budget, work plan, and timeline been submitted?
- What water resources border the property? Is it within priority drainage areas or provide water quality treatment for large pieces of land?
- Priority may be given to projects that have high visibility or educational value.
- Priority may be given to projects that demonstrate strong partnerships and/or local citizen support including neighborhood involvement.

**Selection Process**

The VLAWMO Technical Evaluation Commission and staff will review the applications. Staff will advise the TEC of a recommendation. The TEC will make the final selections at its monthly meetings (2<sup>nd</sup> Friday of each month). This is a competitive grant program and proposals that are incomplete will not be referred to the TEC for consideration.

**2010 Deadlines**

<b>Application Submittal Deadline</b>	<b>TEC Meeting Date</b>
December 28, 2009	January 8, 2010
February 1, 2010	February 12, 2010
March 1, 2010	March 12, 2010
March 29, 2010	April 9, 2010
May 3, 2010	May 14, 2010
May 31, 2010	June 11, 2010
June 28, 2010	July 9, 2010
August 2, 2010	August 13, 2010
August 30, 2010	September 10, 2010
September 27, 2010	October 8, 2010
November 1, 2010	November 12, 2010
November 29, 2010	December 10, 2010

**Funding Agreement**

Each project selected will enter into an agreement with VLAWMO defining the obligations of the applicant and VLAWMO. This, but is not limited to, such items as terms of the agreement, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. Applicant is responsible for securing any and all permits for the work. This agreement must be signed by both parties prior to commencement of work on the project; funding will only cover work done after the agreement has been signed.

Applications can be sent via email to Kristine Lampert at: [kristine.jenson@vlawmo.org](mailto:kristine.jenson@vlawmo.org)

Or via US Mail to:

Kristine Jenson  
 Vadnais Lake Area Water Management Organization  
 800 East County Rd E  
 Vadnais Heights, MN 55127