



CARNELIAN MARINE ST. CROIX WATERSHED DISTRICT  
COST SHARE PROGRAM

## ASSISTANCE FOR INDIVIDUALS

### Application Steps

The Carnelian-Marine St. Croix Watershed District (CMSCWD) Cost Share Assistance for Individuals program provides technical assistance and up to 50% of eligible implementation costs for using best management practices (BMPs) to correct resource issues impacting our lakes, streams, and wetlands. Experts in erosion, landscaping, and water quality issues help individuals plan and implement projects such as shoreline stabilization, gully repairs, raingardens, feedlot improvements, and more. In return for the assistance, the landowner must maintain the constructed improvements for a minimum of ten years. For basic habitat enhancement projects, please refer to the Plant Grant Program. For municipal and multi-landowner projects, please refer to the Community Grants Program.

#### Step 1:

Contact the CMSCWD at 651-433-2150 or [jshaver@cmscwd.org](mailto:jshaver@cmscwd.org) to schedule a site visit. This visit is a free service provided to landowners within Washington County through a partnership between CMSCWD, Washington Conservation District, and Washington County.

*A CMSCWD staff person will meet with you at your property, work with you to identify areas of concern, and discuss potential BMP projects that fit both the issues and your needs.*

#### Step 2:

For CMSCWD staff to proceed with the development of detailed plans for the resource issues identified in Step 1, complete Part 1 of this application. Alternately, your own landscape designer may complete plans and be reimbursed up to \$500 of eligible time. For either option, complete and submit Part 1 to the CMSCWD Cost Share Program; P.O. Box 188, 21150 Ozark Avenue; Scandia, MN 55073.

*Once your application is received, CMSCWD staff will develop a concept design and preliminary cost estimate to address the resource concern(s). CMSCWD staff may need to return to your property to take measurements and will need to meet with you again to review concept designs and cost estimates.*

#### Step 3:

To apply for cost share, fill out and sign Part 2 of the application and submit it to the CMSCWD Cost Share Program; P.O. Box 188, 21150 Ozark Avenue; Scandia, MN 55073. Concept designs are required as part of a completed application. Deadlines for completed applications are on the 15<sup>th</sup> of February, May, and August of each year.

*Applications will be reviewed and ranked against other applications at the next regular Board meeting following these submittal dates. If your project is approved for cost share, CMSCWD staff will work with you to implement the project. If your cost share request is not approved, you may request continued technical assistance from CMSCWD staff.*

#### Step 4:

Upon completion of the project, all receipts for project expenses will need to be submitted to the CMSCWD Cost Share Program; P.O. Box 188, 21150 Ozark Avenue; Scandia, MN 55073.

*Once the project installation has been completed and approved, all receipts for the project have been received, and the Board has approved payment, the grant funding will be reimbursed to the applicant.*

## Part 1 – Assistance for Individuals Applicant Information

Completing Part 1 of this application indicates a request for technical assistance only. Part 2 of this application is required only if cost share is requested and need not be completed before CMSCWD staff has conducted a site visit.

Name		
Mailing Address		
City	State	Zip Code
Home Phone	Work/Cell Phone	
Email Address		
Project Address (if different from mailing address)		
City, Zip	Waterbody (if applicable)	
Describe the resource concerns for your property. Use additional sheets if necessary.		
Will you have your own contractor or consultant develop plans for this project? If so, please provide contact information. Up to \$500 of eligible (resulting in a plan approved by CMSCWD staff) design time may be reimbursed.		
Are you interested in providing your own labor for all or a portion of this project (either personally or a contractor)? Please describe.		
Are you willing to have your property be used as a demonstration site?		
<b>Signature of Applicant.</b> I certify the above information is true and accurate.		Date

## Part 2 – Assistance For Individuals Cost Share Contract

I (we) the undersigned, the Landowner, do consent to participate in the Carnelian-Marine St. Croix Watershed District (CMSCWD) Cost Share Assistance for Individuals Program and further request technical assistance and cost share dollars to help defray the costs of installing the conservation practice listed on the second page of this contract and detailed in the attached plan sheets. The Landowner's signature indicates their agreement to and understanding of the following:

1. The CMSCWD representative(s) have access to the parcel where the conservation practice will be located throughout the duration of the project implementation.
2. The CMSCWD representative(s) will coordinate the initial design and installation of the project and provide guidance for on-going maintenance and operations unless otherwise described in **Attachment A: Landowner Implementation Responsibilities**.
3. The landowner agrees to work with CMSCWD to obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice; expected of the Landowner is to sign permit applications and provide proof of Landowner approval for the project on their property.
4. The Landowner agrees to participate in future operation and maintenance activities for the conservation practice listed as described in **Attachment B: Operation and Maintenance Plan** included with this agreement.
5. Should the Landowner remove or replace the practice(s) during its effective life, a minimum of 10 years, the landowner is liable to the CMSCWD for the full amount of financial assistance received to install and establish the practice on the landowner's property. The Landowner is not liable for cost-share assistance received if (in the judgment of the CMSCWD) a failure of the project was caused by reasons beyond the landowner's control, or if conservation practice(s) are applied at the Landowner's expense that provide equivalent protection of the soil and water resources. In no case shall the CMSCWD provide cost-share assistance to a landowner for the reapplication of a practice that was removed by the landowner during its effective life without consent of the CMSCWD Board.
6. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the Landowner who signed this contract to advise the new owner of the Project and to notify the CMSCWD of the transfer of title.
7. Any future replacement practice(s) proposed for installation by the Landowner must be planned and installed in accordance with technical standards and specifications of the CMSCWD.
8. Items of cost for which reimbursement is sought directly by the Landowner must be pre-approved by CMSCWD and supported by invoices/receipts for payments and will be verified and approved for payment by the CMSCWD Board as practical and reasonable. The CMSCWD Board has the authority to make adjustments to the costs submitted for reimbursement.
9. This contract, when approved by the CMSCWD Board, will remain in effect unless canceled by mutual agreement except where installations of practices covered by this contract have not been started within one year from the date of the Board approval of this contract; this contract will be automatically terminated on that date. Practices will be installed within two years from the date of Board approval unless this contract is amended by mutual consent to reschedule the work and funding
10. The Landowner will not accept funds from CMSCWD sources that are in excess of 100 percent of any Landowner total out-of-pocket expenses to establish or maintain the approved conservation practice.

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Signature of Applicant

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Date

## Part 2 – Assistance For Individuals Cost Share Contract

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

Permit	Required	Date Submitted	Date Received	Permit #
CMSCWD (fee waived for Cost Share Projects)	YES			
City/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			
National Park Service	Y or N			

**Technical Assessment and Cost Share Estimate**

Conservation Practice(s)	Total Estimated Cost

I have reviewed the site where the above listed conservation practice (s) are to be installed and find that they are needed and that the estimated quantities and costs are practical and reasonable.

\_\_\_\_\_  
CMSCWD Technical Representative

\_\_\_\_\_  
Date

**CMSCWD Board Cost Share Approval**

Date application received	Contract Number	Cost share amount approved (may not exceed 50% of total estimated costs)
CMSCWD Board Representative		Board meeting date approved

**Payment Authorization**

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

## Attachment A: Landowner Implementation Responsibilities

I hereby agree to complete the following tasks as a part of the implementation of the Conservation Practice(s) listed in the Cost Share Contract. I understand that completion of the Conservation Practice(s) depends on completion of these tasks in a timely manner and that the CMSCWD Board will not authorize payment of cost share until all implementation tasks are complete. Should a subcontractor be designated to perform any of the designated landowner responsibilities as follows, the landowner is ultimately responsible for work performed by the subcontractor.

### Landowner Task List

- A. It is the responsibility of the landowner to ensure that all underground utilities have been marked at least 48 hours prior to construction, including private utilities such as cable, invisible dog fence, etc. that would not be marked by Gopher State One Call (651-454-0002).
- B. The landowner is responsible for applications of herbicides when needed for the project according to label instructions to turf and invasive plants (in most cases, the chemical glyphosate). Below the ordinary high water line or within 10 feet of the water, only the aquatic formulation of herbicide, which is considered nontoxic to fish, will be used. Allow 10 to 14 days prior to construction for the herbicide to work. If green spots remain, spray again at least 2 days before planting and cut back any weeds.
- C. If a contractor will be utilized for the installation of the BMP, two or more bids for the project must be received. The designated contractor must work with CMSCWD staff to properly install the BMP design according to specifications. Improperly installed designs do not qualify for cost-share assistance.
- D. The landowner is responsible for keeping track of labor spent on project installation and will be reimbursed at a rate of \$10/hour, unless otherwise approved by the CMSCWD Board of Managers. An hour log including date, name, task, and hours shall be submitted to CMSCWD staff prior to the post-construction evaluation in order to receive reimbursement for the labor.
- E. The landowner is acting as the project coordinator and/or contractor. He or she is responsible for the coordination, purchasing, and delivery of all materials and equipment needed to properly perform the installation. All installation shall be done to plan specifications.
- F. List other tasks unique to this project below.

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Signature of Applicant

Date

## Attachment B: Operation and Maintenance Plan

The following outlines the responsibilities of the applicant in the operations and maintenance of the installed project during the contracted 10-year operations period to ensure the continued function of the practice as designed. Should a subcontractor be designated to perform any of the designated landowner responsibilities as follows, the landowner is ultimately responsible for work performed by the subcontractor.

- A. Watering needs will vary depending on the soil, weather, and temperature at the time of planting. Plants will need to be watered 1-2 inches per week for the first 3-4 weeks after planting and then less frequently depending on the amount of rain received. Plants installed in pure sand may need daily watering of    inch or more in the first month. Adequate watering in the first season is one of the most important factors in a successful planting.
- B. Weed invasive species on an ongoing basis either by hand pulling or treating selectively with herbicides. Always follow instruction on the herbicide label and use only aquatic formulations of an herbicide within ten feet of the water. Plant and weed identification assistance is available from CMSCWD staff.
- C. Plant spacing specifications take into account that some plants will not survive and the remaining will fill in the small gaps, but the landowner is responsible for replacing plants if there is a high mortality in a relatively large area. Plants should be replanted according to the plants that were originally specified on the design, or an acceptable substitute should be installed according to the hydrologic character or zone of the replanting area.
- D. Notify CMSCWD staff if at any time the project is not functioning as designed.
- E. List other tasks unique to this project below.

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Signature of Applicant

Date

**Attachment C: Project Plans and Cost Estimate**

Project plans and cost estimates may be completed by CMSCWD staff or by a qualified consultant and will be attached to this contract. Plans and estimates submitted by a consultant will be reviewed and approved by CMSCWD staff.

The applicant's signature below indicates that the applicant approved the attached plan.

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Signature of Applicant

Date