

Easter Lake Watershed Project

Cost Share Process



Through the Easter Lake Watershed Project, funds have been made available from project partners to provide cost-share to residents, homeowners, and businesses for Rainscaping Practices. Cost-share funds are administered through the Polk Soil and Water Conservation District. The District can cost-share up to but not exceeding 75% on Rainscaping practices within the Easter Lake Watershed that both meet our ranking system, criteria, and manage WQv*.

To better understand the cost-share please review these steps

- 1.) Complete a site visit with the Easter Lake Watershed Project Coordinator to decide on a practice(s) to pursue.
- 2.) Reach out to a contractor(s) for a design and estimate. During this process do not hesitate to communicate any questions or concerns with the Watershed Coordinator.
- 3.) Once a favorable estimate and design are found, submit the estimate and design to the Easter Lake Watershed Coordinator for review. Initial application paperwork (Informational Data Sheet and W-9) will also need to be submitted.
- 4.) If the project/designs meet designated criteria the Watershed Coordinator will present the potential project at the monthly Polk Soil & Water Conservation District Commissioner meeting. Prior to the meeting, the applicant must sign and date a Request for Assistance Letter. The potential project will then be voted on by the Commissioners to determine if the project will be approved and to determine the cost-share available for the project. If voted “yes”, the applicant will receive a letter by US Mail informing them the outcome of the request and then installation may begin. The applicant is responsible for notifying the contractor the project has been approved. **Work may not begin on the project prior to SWCD board approval.**
- 5.) After installation is complete, the Watershed Coordinator will check the practice to ensure the design specifications have been met, and if so it will be deemed certified. If design specs have not been met, the contractor will be advised to make whatever changes are necessary. If not, the applicant will not receive the previously agreed upon cost-share amount.
- 6.) Applicant will then provide original paid bills to the Watershed Coordinator. The cost share amount is based on actual or estimated project cost, whichever is less.
- 7.) After certification is complete, the Watershed Coordinator will report that the practice has been certified at the next monthly Polk Soil & Water Conservation District Commissioner meeting. The Commissioners will then approve the applicant to be reimbursed for the previously agreed upon cost-share amount. Polk Soil & Water Conservation District will provide a check to the applicant for the reimbursement. **It is the applicant’s responsibility to pay the contractor.**
- 8.) The Applicant will sign a Certification of Completion and the applicable Maintenance Agreement*. The Maintenance Agreement must be signed in front of a Notary Public. The

Easter Lake Watershed Project

Cost Share Process



Applicant is required to provide a check payable to the Polk County Recorder for the amount of \$7.00 which is the recording fee of the Maintenance Agreement.

- 9.) The applicant is then responsible for keeping the practice up to the design specification standards for the amount of time agreed upon in the Maintenance Agreement. Violation of this could result in the customer paying back the District the amount that was given to them.

Throughout the Cost Share Process Applicants will fill out the following forms which will be provide to them:

- Informational Data Sheet
- W-9
- Request for Assistance Letter
- Certification of Completion
- Maintenance Agreement

Applicants will need to provide the following documents:

- Estimate/designs for practices
- Original paid bills/invoices

***1099 is issued to any applicant who receives over \$600 in cost-share dollars.**

***Maintenance Agreements are required for all practices.**

*WQv – The Iowa Stormwater Management Manual provides design standards that ensure that infiltration based stormwater management practices will infiltrate 90% of rainfall events. Analysis of historical rainfall data for Iowa shows that 90% of rainfall events are less than 1.25 inches in 24 hours. This size of an event is called the water quality volume (WQv).