



## Sherburne County AIS Cost-Share & Incentive Grant Program *Request for Proposals*

With the passing of Minnesota's Aquatic Invasive Species (AIS) Prevention Aid program (MN Statutes 477A.19), counties are distributed funds annually to develop AIS Prevention Programs. Sherburne SWCD oversees AIS activity for Sherburne County. This request for proposal (RFP) is being offered to assist with projects that are consistent with the goals and priorities outlined in [Sherburne County's AIS Work Plan](#).

### *Who May Apply?*

Applications will only be considered if submitted by an active\* lake association or lake improvement district, city, township or other government agency. Additionally, applications will be accepted from schools on behalf of an instructor or instructor supervised student group. Projects must be conducted on waters at least partially within Sherburne County.

### *Grant Program Categories*

The purpose of this grant program is to provide local entities with financial assistance in creating or reaching AIS management and prevention goals. Projects may fall in the following categories:

- **AIS Management Planning**: This category is intended to partially fund strategic planning processes or AIS monitoring. AIS-Early Detection and Rapid Response plans, Lake Management Plans, and Lake Vegetation Management Plans are good examples of strategic planning projects. AIS monitoring for the purposes of determining management action effectiveness may be applicable as well.
- **AIS Control**: This includes direct management or control of AIS through Minnesota Department of Natural Resources (MN DNR) approved guidelines / practices. It is highly recommended that AIS control follow guidelines set forth by an applicant's strategic planning document (lake management plan, etc.).
- **AIS Volunteer Incentive**: Education is the first and foremost way in which AIS prevention may be obtained. This category is intended to incentivize active participation within the DNR's AIS Volunteer program amongst Sherburne County lake groups by providing a monetary award to groups that coordinate AIS volunteer activities. Awards will be dependent upon volunteer effort. There is no limit to the number of volunteers an applicant may enlist; for example, if a group commits to 100 hours, these hours may be completed by 1, 5, 10 or more volunteers. All volunteers must be trained and certified by DNR staff. For more information on this program, visit [https://files.dnr.state.mn.us/natural\\_resources/invasives/ais\\_volunteer\\_handbook.pdf](https://files.dnr.state.mn.us/natural_resources/invasives/ais_volunteer_handbook.pdf)

### *Project Ranking Criteria and Notification*

Projects will be ranked by Sherburne SWCD staff based upon pre-determined criteria (see Criteria Ranking Sheet on Sherburne SWCD website). The highest ranked projects will be funded first until grant program allocated funds are exhausted. In the event of proposals receiving a tie-score, remaining funds will be split evenly between bottom-tier tied proposals. Projects will be reviewed and ranked during February with notifications occurring in March.

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\*An active lake association should hold regular meetings and have a common interest in lake protection



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### *Cost-Share and Acceptable Expenses*

The grant program will provide cost-sharing to the applicant as described in the “Funds and Distribution” section below. Acceptable expenses include consulting fees, staff time, materials, supplies, labor, printing and promotions. Additional costs must be approved by Sherburne SWCD.

### *Funds and Distribution*

In 2020, this program intends to offer the following cost-sharing and maximum fund opportunities:

- AIS Management Planning: 75% cost sharing, \$2,500 maximum.
- AIS Control: 75% cost sharing, \$2,000 maximum.
- AIS Volunteer Incentive: Award dependent on level of effort - see table below.

For “AIS Management Planning” and “AIS Control” grants, a 75% cost share is being offered. Payment will consist of 75% of award total in March 2020 following Sherburne SWCD Board of Supervisors approval, with the remaining 25% paid following submission of project deliverables.

“AIS Volunteer Incentive” grants will be awarded a 75% award payment at the beginning of the season and remaining 25% once volunteer hour minimum requirements are met. An applicant may enlist as many volunteers as needed to fulfill program requirements. For 2020, the following hour commitments and incentive awards will be offered:

Committed Hours	50 hrs	75 hrs	100 hrs
Award Amount	\$500	\$825	\$1,200

An applicant may not be compensated for the same work or materials twice (through more than one grant program). Applicants may submit an application to this program as well as others and request that their award be adjusted should the proposal be funded through two opportunities.

### *Reporting Requirements*

Each successful applicant must enter into a formal contract with Sherburne SWCD.

Following completion of the project, a single report must be submitted which should include invoices/receipts, applicable permits, and a written summary of activities.

This is an annual grant program with deliverables to be turned into Sherburne SWCD by **December 1, 2020**. Project extensions may be granted following approval by Sherburne SWCD. Failure to produce deliverables by the approved deadline will jeopardize future awards.

### *Application Submission*

All proposals must be submitted electronically (email) by **4:00pm on January 31, 2020**. Applicants are encouraged to discuss projects with Sherburne SWCD prior to applying.

Applications and questions may be directed to:

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 Sherburne SWCD  
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