



Sherburne County AIS Cost-Share & Incentive Grant Program 2023 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 (holds regular meetings and activities) lake association or lake improvement district, city, township or other government agency. Applications will be accepted from schools on behalf of an 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 for strategic planning projects (AIS-Early Detection and Rapid Response plans, Lake Management Plans, and Lake Vegetation Management Plans) or AIS monitoring. 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 guideline. It is highly recommended that AIS control follow an applicant's strategic planning document (lake management plan, etc.). Funds may be used to support any MN DNR approved methods.
- **AIS Volunteer Incentive:** This category is intended to incentivize active participation within the DNR's AIS Volunteer by providing a monetary award to groups that coordinate AIS volunteer activities. Awards will be dependent upon volunteer effort and can be sought in either of two categories:

AIS Volunteer Education: Following DNR protocols, AIS volunteers spend time at a lake or river public access educating watercraft users about AIS. For more information visit https://files.dnr.state.mn.us/natural_resources/invasives/ais_volunteer_handbook.pdf.

AIS Volunteer Engagement: This category is intended to support creative initiatives that work to increase AIS education or prevention. Funds can be used for equipment purchase and incentivize volunteer time in developing educational materials, hosting informative speakers, or organizing volunteers to conduct AIS surveillance or mitigation.

New in 2023 - MAISRC Education Scholarships: To support community knowledge of AIS, scholarships are available to assist with costs for the Minnesota AIS Research Center's [AIS Detectors](#) and [AIS Management 101](#) programs. Applicants will be considered on a first come, first served basis. MAISRC also has a scholarship program and applicants may apply for either the MAISRC scholarship or SWCD scholarship (not both).



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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.

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, volunteer labor, printing and promotions. Costs must be approved by Sherburne SWCD.

Funds and Distribution

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.

For “AIS Management Planning” and “AIS Control” grants, a 75% cost share is being offered. Payment will consist of 75% of award total in spring 2023 following Sherburne SWCD Board of Supervisors approval, with the remaining 25% paid following submission of project deliverables.

- AIS Volunteer Incentive: Award dependent on program:
 - AIS Volunteer Education awards based upon hours completed
 - 50 hrs = \$500
 - 75 hrs = \$825
 - 100 hrs = \$1,200
 - AIS Volunteer Engagement (\$500 cap)
 - Project expenses - 100% reimbursement as approved by SWCD
 - Volunteer labor - \$10 / hour incentive
 - MAISRC Education Programs
 - AIS Detectors – 100% reimbursement
 - AIS Management 101 – 100% reimbursement

Applicants may submit grant applications to SWCD, DNR and MAISRC grant programs but may only accept funds from one program for a single project.

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, 2023**. Project extensions may be granted following approval by Sherburne SWCD. Failure to produce deliverables by the approved deadline will jeopardize future awards.



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Application Submission

All proposals must be submitted (sent via email, hand-delivered or mail postmarked) by **4:00pm on February 17, 2023**. Applicants are encouraged to discuss projects with Sherburne SWCD prior to applying. Applications and questions may be directed to:

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