Community Cost-Share Program
APPLICATION

Member Community Information

Community: _____

Primary Project Contact: _____
(Name & Title)

_____

Mailing Address: _____

_____

Phone Number: _____

Email: _____

Project Information

Project Title: _____

Address or Location of Project: _____

_____

Project Start Date: _____

Project End Date: _____

Community Cost-Share Fund Request: _____

Submission Date: _____

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Project Narrative

1) **Project Summary** (1,000 word maximum)
   Describe the Project and include the following information, as applicable:
   - Describe the Project and deliverables; provide a map if applicable
   - Submit a deliverable worksheet listing tasks and deliverables with start dates and end dates for the significant benchmarks.
   - List permitting requirements necessary to initiate and complete project and how the requirements will be met.

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2) **Ability to Provide Long Term Maintenance** (500 word maximum)
   Describe the plans for long-term maintenance, addressing the following question:
   - Who is responsible to provide on-going maintenance for the project and how will maintenance be ensured?
   - Provide documentation of scheduled maintenance and operation for completed stormwater project(s).

3) **Visibility and Public Outreach:** (500 word maximum)
   Public outreach is required if appropriate for your project.
   - What audiences will be exposed to this Project (neighbors, students, community groups, general public)?

4) **Budget Summary** (500 words maximum)

The Budget Summary and Project Budget (*see page 3*) represent the Community Cost-Share Project components exclusively. Include details on the provider of all services such as design, engineering, construction management and materials including specific material cost, equipment, and hourly rate.

If an engineer's estimate is included with the application, indicate which line items are included in the Community Cost-Share Project application.

Vendor Registration

Prior to submission, ensure that the Member Community is a registered vendor with the District. Vendor Registration can be done by accessing http://www.neorsd.org/isupplier_homepage.php and completing the New Vendor Registration. If unsure of the Member Community vendor status, by initiating the New Vendor Registration a message of active registration will appear if currently registered as a vendor.

Project Budget

Project Expenses	Community Cost-Share Expense	Line Item Description
Professional Services		
Personnel *(Member Community staff only)*		
Subcontract		
Equipment		
Materials		
Other		
TOTAL	$	

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