

**PROJECT REQUEST FORM**  
**Lower St. Croix Partnership – Watershed Based Implementation Funding**

**To:** [Activity #] Subcommittee, Steering Committee      **Date:**  
**From:** [Project Sponsor]  
**Subject:** WBIF Project Request: [Project Name]

**Table of Acronyms**

CWMP: Comprehensive Watershed Management Plan	LSC: Lower St. Croix
SWCD: Soil & Water Conservation District	WD: Watershed District
WBIF: Watershed Based Implementation Funding	WMO: Watershed Management Organization

**Eligible Project Sponsors**

A sponsoring agency is required for each submitted project. The sponsor fills out this request. That agency must be a party to the Joint Powers Agreement for the implementation of the Lower St. Croix Comprehensive Watershed Management Plan. The sponsor, if the project is selected for funding, will enter into a subcontract with the Chisago Soil and Water Conservation District (SWCD) for project funding.

**Description of Project (brief paragraph)**

**Benefitted Waterbody Information (add rows for additional waterbodies if necessary)**

Target waterbody	
Waterbody area (acres)	
Watershed area (acres)	
DNR shoreline classification	
Description of the watershed and near-shore land uses	
Impairment status	
Protection or restoration	

**Project Details**

Project Name	
Project Sponsor	
Additional Project Partner(s) (other than sponsor)	
Project Location (lat/long, address, or description)	
DNR Level 8 Subwatershed	
Applicable WBIF Work Plan Activity	
Funding Specifically Allocated to this Project in Work Plan (if applicable)	
Estimated Construction Timeline	
Total Project Cost	
Estimated Lifetime Project Cost (incl. O&M)	
Requested Grant Funding	
Match provided, match source (cannot be state funds)	

# PROJECT REQUEST FORM

## Lower St. Croix Partnership – Watershed Based Implementation Funding

Target Waterbody (from CWMP Table 5-2, 5-3, 5-4)	
Est. Phosphorus Load Reduction @ Target Waterbody	
Est. TSS Load Reduction @ Target Waterbody	
Calculation Tool Used	
Project Lifespan	
Lifetime Cost-Benefit (\$/lb phosphorus removed)	

### Pre-Project Identification

Total phosphorus load entering target waterbody	
Total suspended solids load entering target waterbody	
Major sources of nutrient loading	
P reduction required to achieve water quality goal	
Completed projects, load reduction	
Alternative projects, load reduction	

### List of Informational Attachments/Templates Included With Form:

1. WBIF Project Request Process Flow Chart
2. CWMP Priority Waterbody Maps
3. CWMP Appendix C – Project Targeting Criteria and Scoring Matrix (for [Activities 2, 4, 5, 9](#))
4. Wetland Restoration Scoring Matrix (for [Activity 6](#))
5. Internal Analysis Request for Funding (for [Activity 7](#); filled out by applicant)
6. Internal Analysis Selection Criteria (for [Activity 7](#); filled out by subcommittee)
7. Targeting Analysis Scoring Matrix (for [Activity 8](#))

### Required Attachments for Requesting Partner to Complete (check all that apply):

- Project Plans/Visual/Map (for all requests)
- Completed Appendix C Project Scoring Matrix (for [Activities 2, 4, 5, 9](#))
- Completed Wetland Restoration Scoring Matrix (for [Activity 6](#))
- Completed Internal Analysis Request for Funding (for [Activity 7](#))
- Completed Internal Analysis Selection Criteria (for [Activity 7](#))
- Completed Targeting Analysis Scoring Matrix (for [Activity 8](#))

WBIF Work Plan Activity Color Coding
<a href="#">Implementation - BMPs/Restoration Activities</a>
<a href="#">Implementation - Shared Services</a>
<a href="#">Prioritization &amp; Analysis</a>
<a href="#">Administration</a>

Submit this form and attachments to Angie Hong at ([ahong@mnwcd.org](mailto:ahong@mnwcd.org)) one week prior to the Steering Committee meeting.

**PROJECT REQUEST FORM**  
**Lower St. Croix Partnership – Watershed Based Implementation Funding**

**Steering Committee Roll Call Vote**

Steering Committee roll call vote to recommend [Project Sponsor] project for Lower St. Croix Watershed Based Implementation Funding in the amount of \$ \_\_\_\_\_ for the [Project Name].

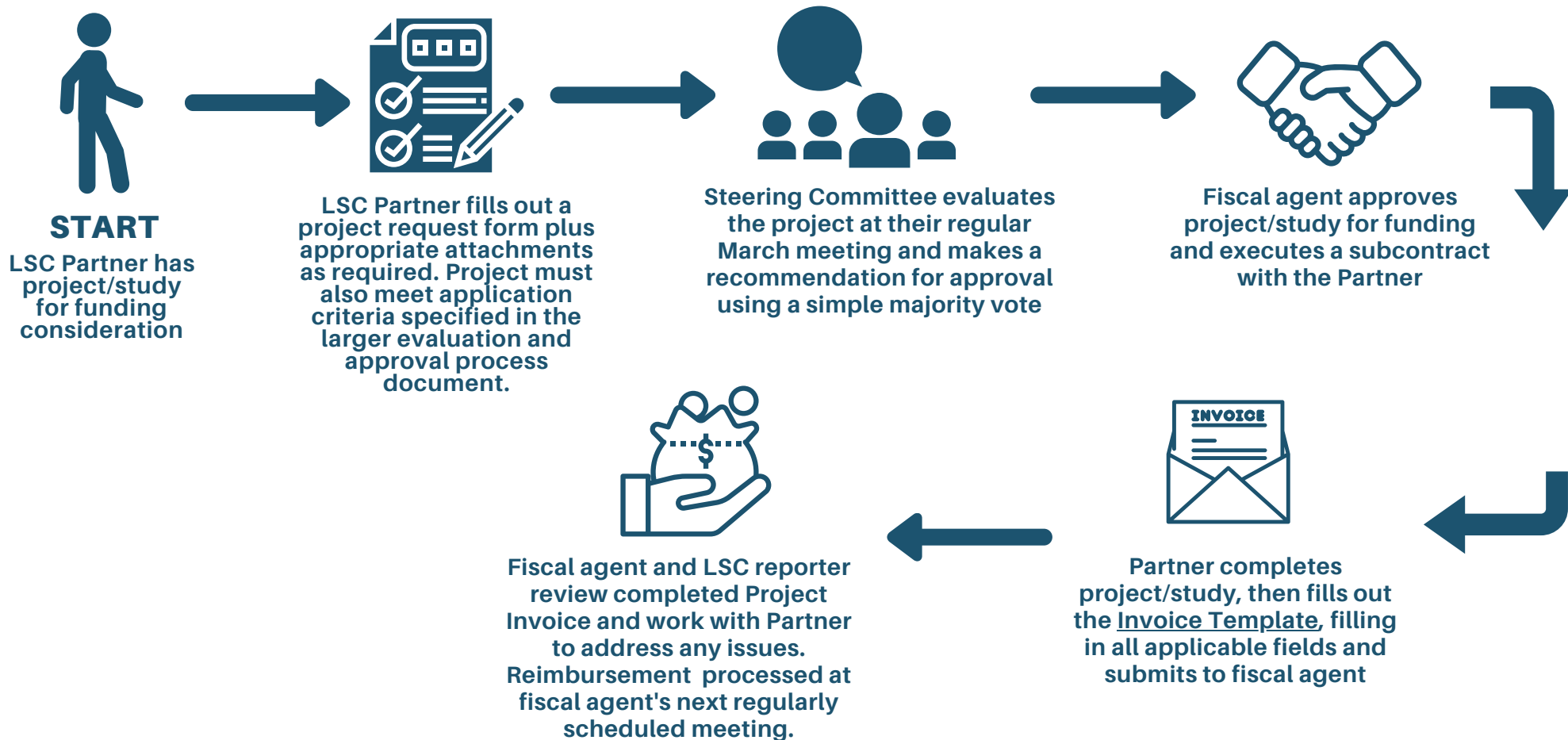
<b>Organization</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Anoka SWCD			
Brown's Creek WD			
Carnelian Marine St Croix WD			
Chisago County			
Chisago Lakes LID			
Chisago SWCD			
Comfort Lake Forest Lake WD			
Isanti County			
Isanti SWCD			
Middle St. Croix WMO			
Pine County			
Pine SWCD			
South Washington WD			
Valley Branch WD			
Washington CD			
Washington County			
<b>TOTAL (need majority vote to pass)</b>			

# Review process for proposed WBIF projects under \$50,000

Please refer to the document "WBIF Proposed Project Evaluation and Approval Process for the Lower St. Croix Watershed Partnership" for additional details.




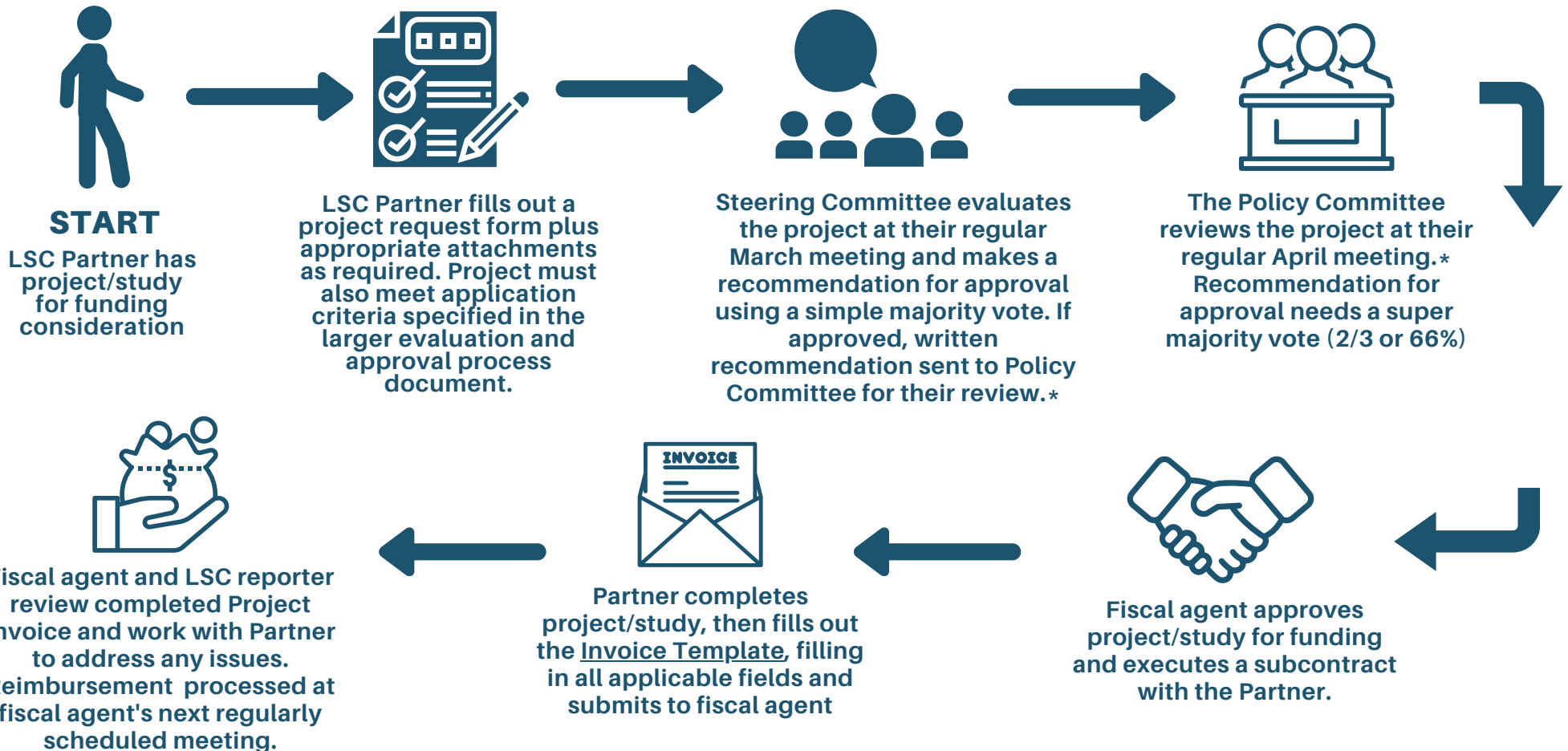
**Project Application Deadlines:** 2 weeks before the scheduled February, May and August Steering Committee meetings (specific deadline dates will be included in annual December call for projects)



# Review process for proposed WBIF projects $\geq \$50,000$

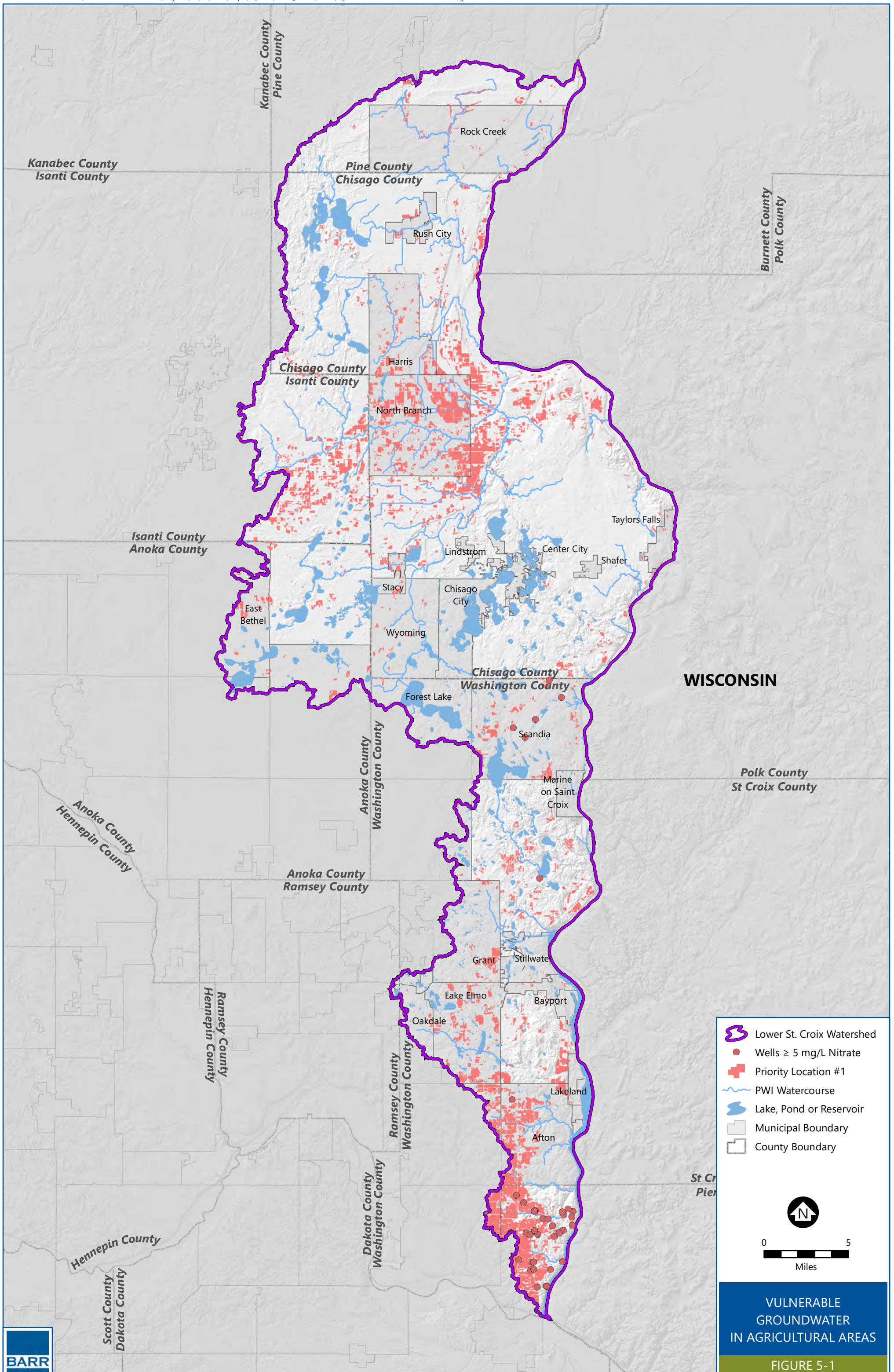
Please refer to the document "WBIF Proposed Project Evaluation and Approval Process for the Lower St. Croix Watershed Partnership" for additional details.

 **Project Application Deadline:** 2 weeks before the scheduled March Steering Committee meeting (specific deadline date will be included in annual December call for projects)

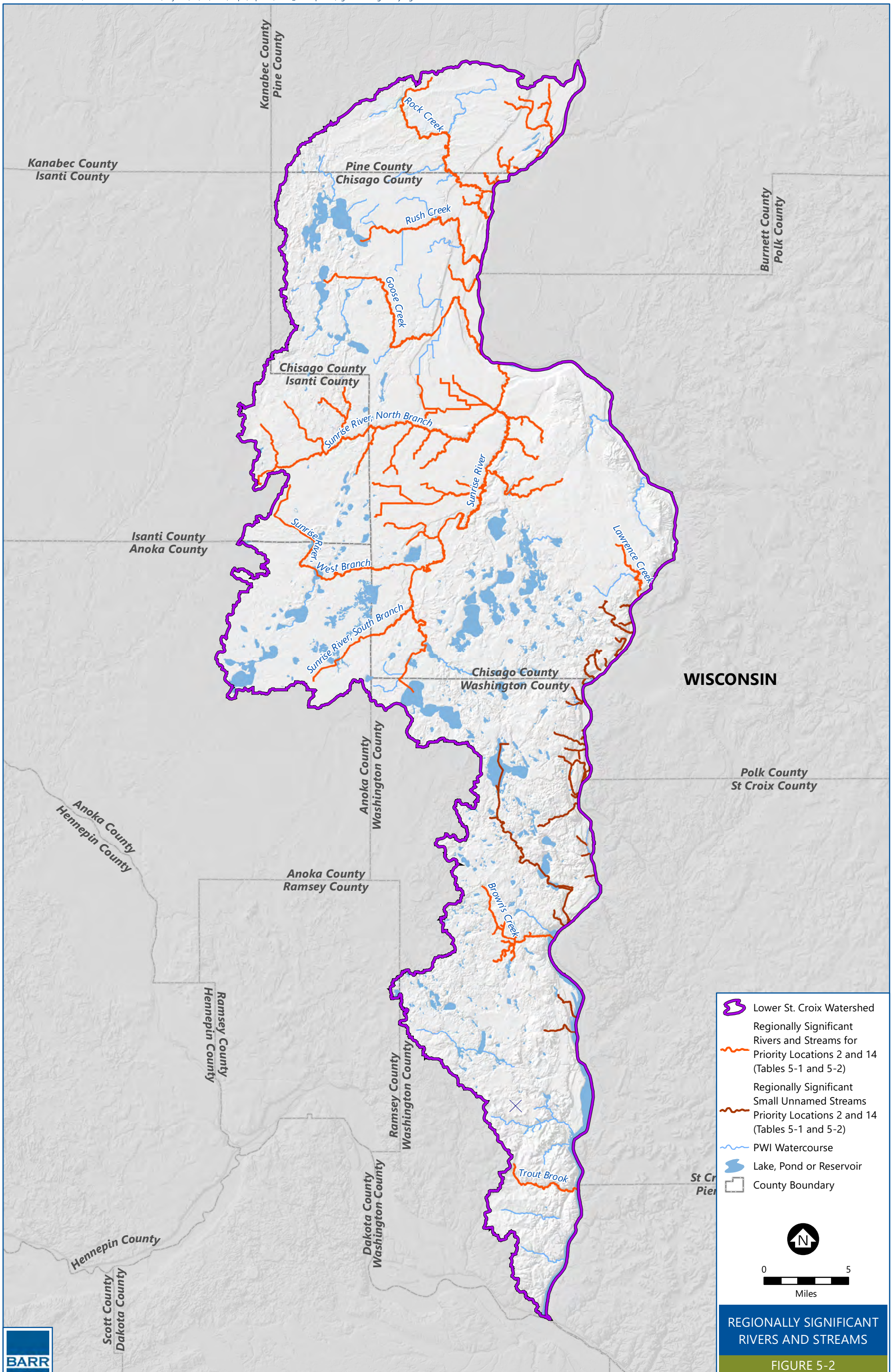


\*See evaluation and process document for discussion around non-recommended projects.

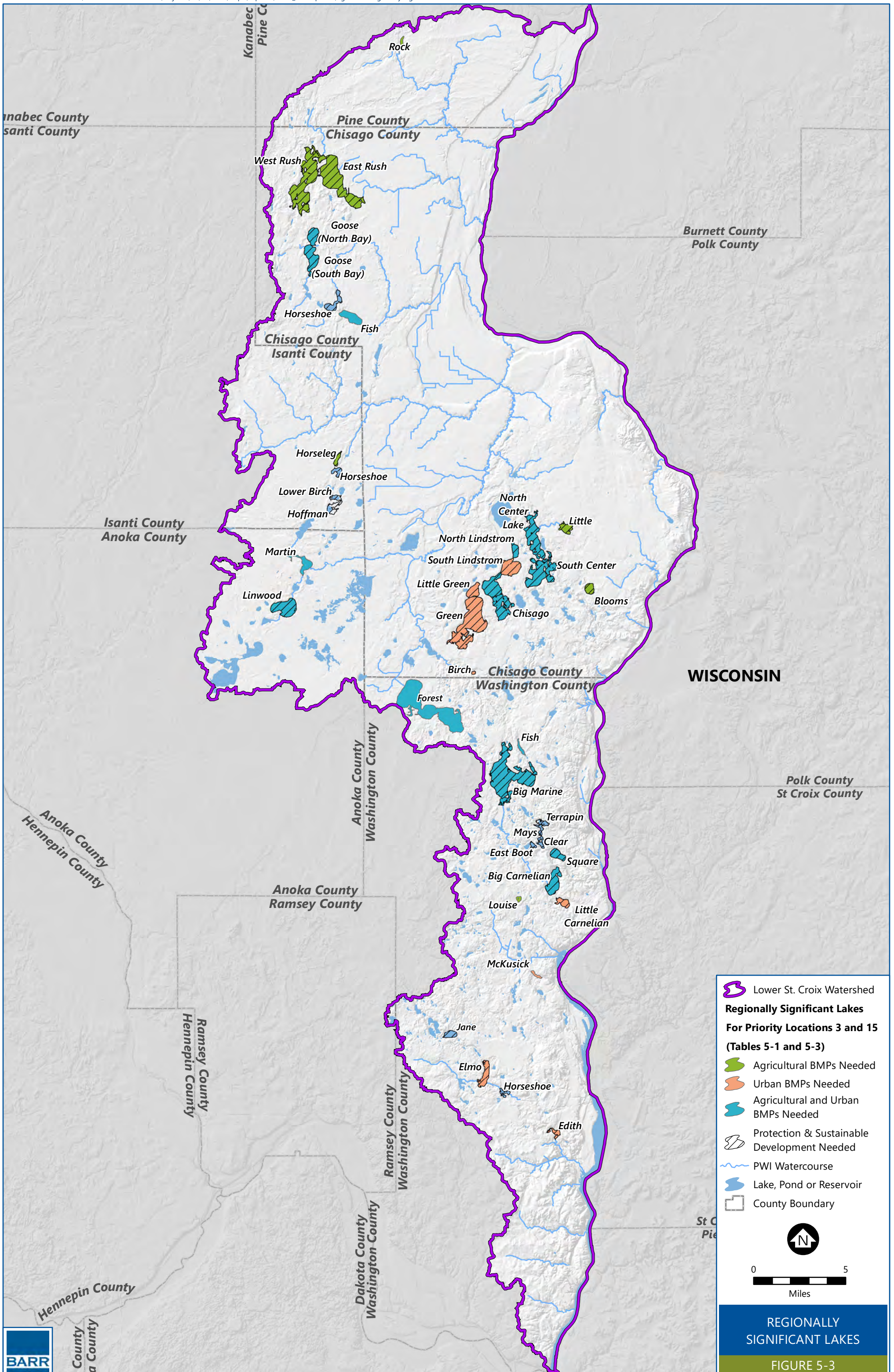












**Lower St. Croix Watershed**  
**Regionally Significant Lakes**  
**For Priority Locations 3 and 15**  
**(Tables 5-1 and 5-3)**

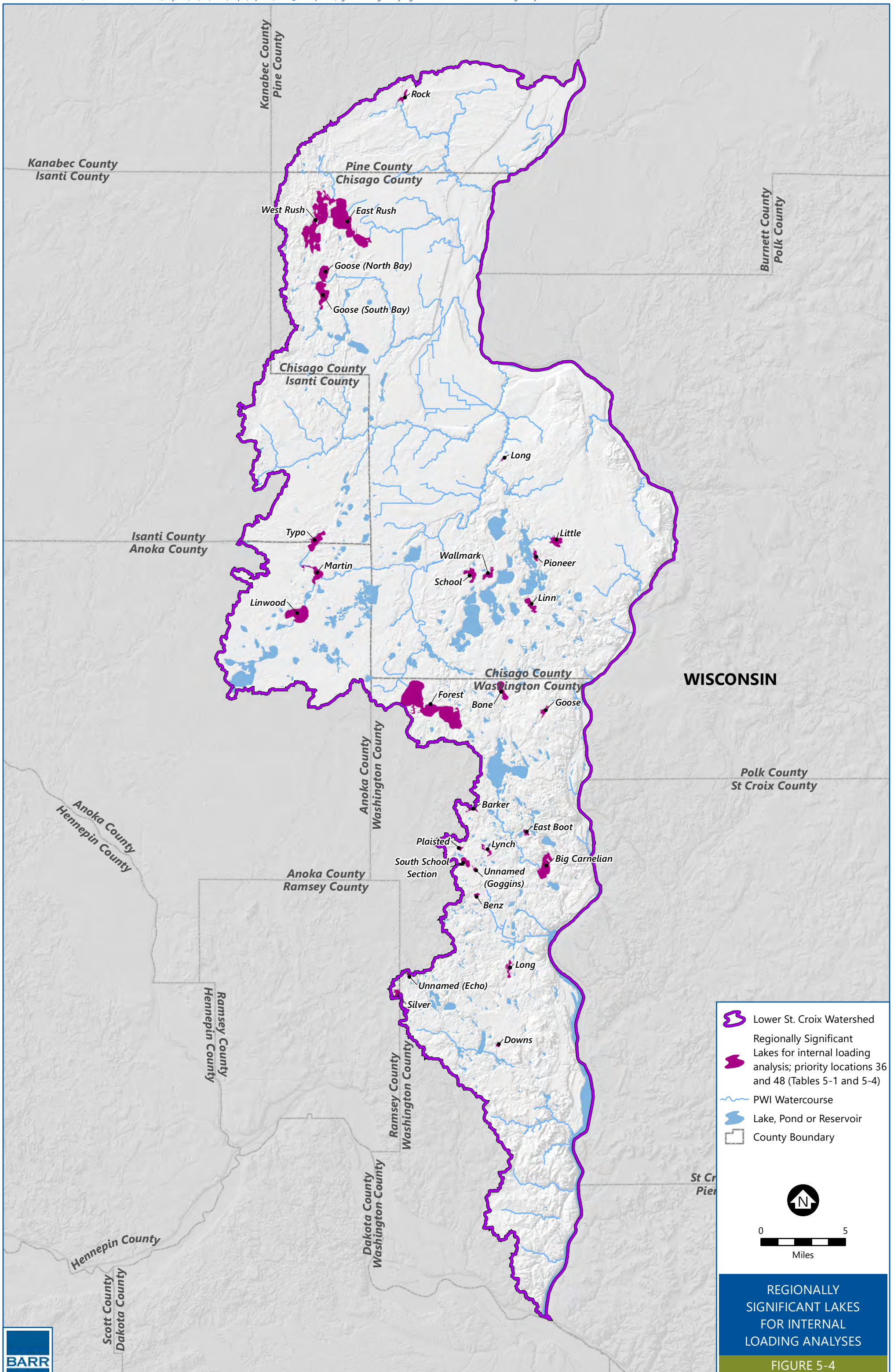
- Agricultural BMPs Needed
- Urban BMPs Needed
- Agricultural and Urban BMPs Needed
- Protection & Sustainable Development Needed
- PWI Watercourse
- Lake, Pond or Reservoir
- County Boundary

0 5  
Miles

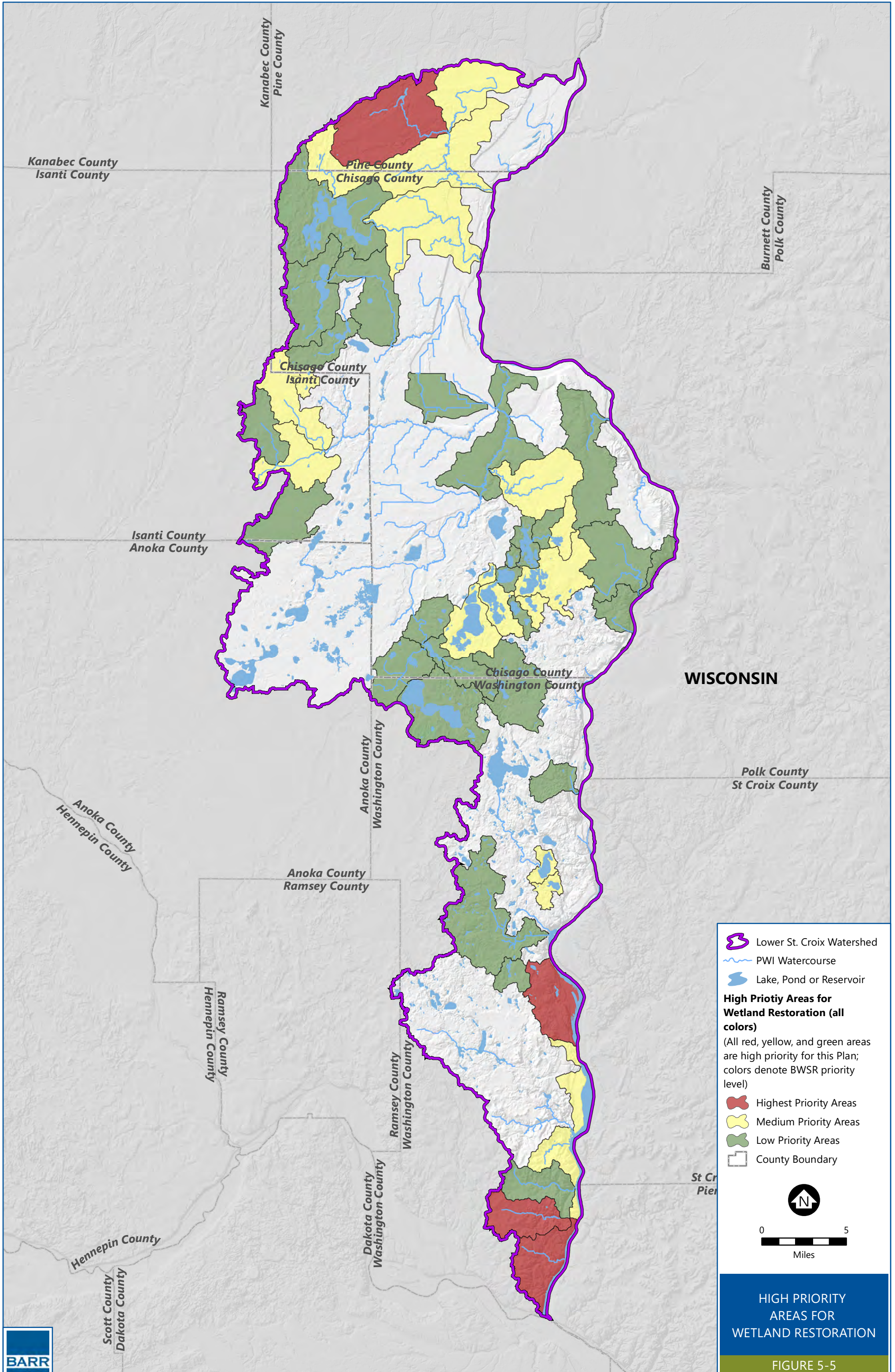


**REGIONALLY SIGNIFICANT LAKES**  
**FIGURE 5-3**









HIGH PRIORITY AREAS FOR WETLAND RESTORATION  
FIGURE 5-5



# Appendix C: Project Targeting Criteria and Scoring Matrix

---

Lower St. Croix River Comprehensive Watershed Management Plan

October 2020

Criteria and Points for Ranking Agricultural and Urban BMPs for Watershed Based Funds as referenced in Section VII.B.			
1	<b>Lake Restoration &amp; Protection</b>	The project addresses total phosphorus on a priority lake (See table on page 2)	LPSS Priority Class* is "Impaired" or "Highest" = 5 LPSS Priority Class is "High" or "Higher" = 3
<b>Can score points for #1 or #2, but not both.</b>			
2	<b>Stream Restoration</b>	Project is located near stream reach and will address stream impairment or Lake St. Croix total phosphorus impairment)	Within ¼ mile = 5 Within ½ mile = 3
3	<b>Groundwater</b>	Project improves groundwater quality/quantity (examples: soil health, nutrient management, pesticide reduction, recharge, infiltration, reuse)	Yes = 3 No = 0
4	<b>Readiness</b>	Concept plans, cost estimates, and landowner agreements/easements are complete 3 or 0	Yes = 3 No = 0
5	<b>Urgency &amp; Opportunity</b>	Is the project contingent on securing funding now? (Example, BMP is part of a larger project that will move forward with or without the BMP; opportunity would be lost if not funded and implemented now)	Yes = 1 No = 0
6	<b>Cost effectiveness</b>	Level of cost benefit when compared to all projects analyzed in particular SWA or similar targeting analysis.	Top 1% = 10 Top 10% = 7 Top 25% = 5 Top 50% = 3 < 50% = 0
7	<b>Partners &amp; Funding</b>	Partnership and collaboration with agencies, organizations, or other groups is being leveraged or utilized by this project (Are there multiple partners providing funding, in-kind support, or other assistance or involvement?)	Yes = 1 No = 0
8	<b>Multiple Benefit</b>	Project provides added benefit of habitat improvements (aquatic, riparian, upland, wetland). Note: water quality improvements are not considered habitat improvements for this criterion.	Yes = 1 No = 0
9	<b>Multiple Benefit</b>	Project provides added benefit of education (examples: signage, demonstration project)	Yes = 1 No = 0
10	<b>Multiple Benefit</b>	Project improves water quality while also addressing flooding concern (examples: pond, wetland restoration, or floodplain expansion)	Yes = 1 No = 0
<b>TOTAL POINTS POSSIBLE</b>			<b>26</b>



\*Lakes of Phosphorus Sensitivity Significance (LPSS) - May 24, 2019: A ranked priority lake list based on sensitivity to additional phosphorus loading and the significance of that sensitivity.

Developed by: Minnesota Pollution Control Agency, Department of Natural Resources, and Board of Water and Soil Resources

Lake Phosphorus Sensitivity Significance, LPSS Priority Class = Grouping of waterbodies based on the lake phosphorus sensitivity significance priority score, which is a function of phosphorus sensitivity, and lake size, lake total phosphorus concentration, proximity to MPCA’s phosphorus impairment thresholds, and watershed disturbance. Classes relate to the state’s priority of focusing on “high quality, unimpaired lakes at greatest risk of becoming impaired.”

Lake ID	Name	LPSS Priority Class
2002600	Linwood	Impaired
2003400	Martin	Impaired
13004200	Birch	NA
13000100	Blooms	NA
1300120	Chisago	Higher
13006800	Fish	Highest
13008301/13008302	Goose (North & South)	Impaired
13004102 /13004101	Green/Little Green	Highest
13003300	Little	Impaired
13003201	North Center Lake	Impaired
13003500	North Lindstrom	Higher
13006901/13006902	Rush (East & West)	Impaired
13002700	South Center	Impaired
13002800	South Lindstrom	Higher
30000800	Hoffman	NA
30001200	Horseleg	Highest
30000300	Horseshoe	Highest
30000700	Lower Birch	NA
58011700	Rock	Impaired
82004900	Big Carnelian	Higher
82005204	Big Marine	Highest
82004500	Clear	Higher
82003400	East Boot	Impaired
82000400	Edith	Higher
82010600	Elmo	Higher
82001400	Little Carnelian	Higher
82002500	Louise	Impaired
82003300	Mays	High
82002000	McKusick	High
82004600	Square	Highest
82003100	Terrapin	High



## Project Selection Criteria Activity 6 – Wetland Restoration

The Activity 6 Subcommittee will use the following criteria to rank and select wetland restoration projects to be recommended to the Steering Committee. Submit an application to [becky.wozney@anokaswcd.org](mailto:becky.wozney@anokaswcd.org). The Deadline for applications is June 30, 2022. The Wetlands Subcommittee will review projects and make recommendations to the Lower St. Croix Advisory Committee, which in turn makes a recommendation to the Policy Committee. Final funding decisions are made by the Chisago SWCD. Final funding decisions are expected by September 30, 2022. Construction must be complete by December 31, 2023.

### Required:

1. Must be in the priority watershed. Areas of particular concern are direct drainage to St. Croix, Sunrise River corridor, Rock Creek corridor and subwatersheds identified in Figure 5-5 of the LSC CWMP.  
 Yes  No
2. Not be a wetland banking project for financial gain.  
 Yes  No
3. Not associated with correcting a wetland violation.  
 Yes  No
4. Evaluated by a STEPL EPA model or similar. Provide results in application.  
 Yes  No
5. Grant funds will only be used for construction, not design/engineering.  
 Yes  No
6. Someone must be willing to maintain project for 10 years.

### Scored:

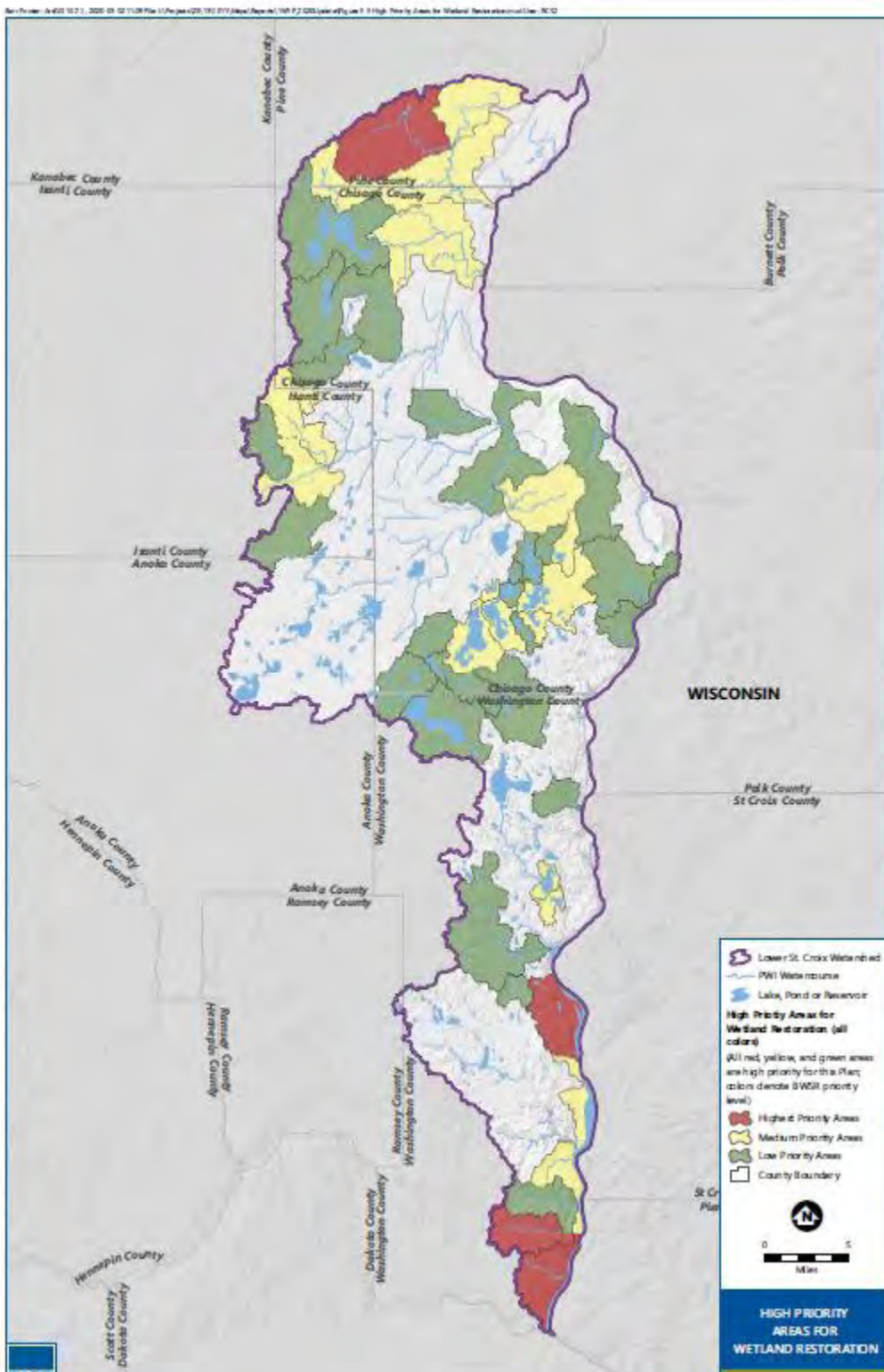
7. Vetted in a **prioritization study** (High-10, Medium-7, Low-4 (see Figure 5-5))
8. **Phosphorus reduction.** Applicant must specify method used to estimate pollutant reduction (Over 10 lbs-20 points, 5-10 lbs-10 points, 1-5 lbs-5 points, less than 1 lb- 0 points)
9. \_\_\_\_ out of 10 **Timeliness.** Date of anticipated construction.
10. \_\_\_\_ out of 10 **Site readiness.** Owner signed a project contract. Legal hurdles, such as those associated with public ditches or flowage easements, consent from mortgage company, are not a concern.



11. \_\_\_\_ out of 5 **Finances.** Amount of match and is it secured?
12. \_\_\_\_ out of 5 **Finances.** Will the project only occur if this grant is awarded?
13. \_\_\_\_ out of 5 **Location.** Is there direct benefit to priority receiving waters? Or is there possible other treatment between the project and receiving waters?
14. \_\_\_\_ out of 5 **Cost/Benefit.** Is the project configured to maximize treatment? (for example, cost/benefit of multiple smaller wetlands vs one large)
15. \_\_\_\_ out of 5 **Likelihood of success.** Invasive species, landowner conflicts, someone with appropriate equipment and skills is accepting maintenance, etc.
16. \_\_\_\_ out of 75 **TOTAL**

References: Minnesota Stormwater Manual [Available stormwater models and selecting a model - Minnesota Stormwater Manual \(state.mn.us\)](#)

Figure 5-5





## **Request for Funding**

### **Activity 7 – Internal Analyses**

#### Activity 7 Description

The 2021 Lower St. Croix 1W1P Watershed Based Implementation Funding grant includes calculating internal loading of phosphorus on two lakes estimated at \$25,000 each. Work is anticipated to be completed by a consultant. This request for funding describes how parties can be considered for the funds.

#### Qualifying Project Applicants

A lead or sponsoring agency is required for each submitted project. That agency must be a party to the Joint Powers Agreement for the implementation of the Lower St. Croix Comprehensive Watershed Management Plan. The sponsor, if the project is selected for funding, will enter into a subcontract with the Chisago Soil and Water Conservation District (SWCD) for project funding.

#### Process for Requesting Funding

1. **Call for projects (due Oct 31)** - The Internal Loading Subcommittee will send an initial request for projects to all qualifying entities. Responses must only include the lake and description of work anticipated. All respondents will receive a complete list of responses and any subcommittee feedback so they can decide if they wish to apply. Deadlines, both for the call for projects and application will be provided.
2. **Application (due Dec 15)** - Fill out the application below, along with the Project Request Form attached, and submit to Susanna Wilson Witkowski [Susanna.Wilson@chisagocounty.us](mailto:Susanna.Wilson@chisagocounty.us). The application requires securing a contractor's quote for the work.
3. **Internal Loading Subcommittee review.** The subcommittee will provide a recommendation to the Steering Committee.
4. **Steering Committee review.** The Steering Committee provides a recommendation to the grant fiscal agent, Chisago SWCD.
5. **Sponsors of successful projects will execute a subcontract with Chisago SWCD.** Grant funds expire Dec. 31, 2023.

#### Required Internal Analyses Elements

The following are required outputs of the internal analyses. The intention is to position projects for state competitive grant implementation funding. These elements are from the 2022 BWSR Clean Water Fund RFP. Please ensure consultant quotes for the work include all these elements.

- a. Lake and watershed information (at a minimum, include morphology and depth, summary of water quality information, and assessment of AIS);



- b. Description of internal load vs external load nutrient reductions;
- c. History of projects completed in the watershed, and their associated nutrient reductions, as well as other in-lake activities if applicable.
- d. Cost benefit analysis of options considered;
- e. Projected effective life of the proposed activities;
- f. Expected water quality outcome;
- g. Plan for monitoring surface water quality to assure the project's total phosphorus goal will be achieved during the project's effective life, and
- h. For activities related to rough fish (example, carp) the feasibility study must also include:
  - a. Methods used to estimate adult and juvenile carp populations;
  - b. Description of the known interconnectedness of waterbodies;
  - c. Identified nursery areas;
  - d. Methods used to track carp movement;
  - e. Proposed actions to limit recruitment and movement; and
  - f. Proposed actions to reduced adult carp populations.

### Eligible Waterbodies

Table 5-4. Regionally Significant Lakes for Internal Loading Analyses

Lake ID	Name	Internal Loading Analysis Needed*	County
2002600	Linwood	A	Anoka
2003400	Martin	A	Anoka
30000900	Typo	A	Anoka, Isanti
13006901	East Rush	A	Chisago
13008301/13008302	Goose (North & South)	A	Chisago
13001400	Linn	A	Chisago
13003300	Little	A	Chisago
13003400	Pioneer	A	Chisago
13004400	School	B	Chisago
13002900	Wallmark	A	Chisago
13006902	West Rush	A	Chisago
58011700	Rock	A	Pine
82007600	Barker	A	Washington
82012000	Benz	A	Washington
82004900	Big Carnellian	B	Washington
82005400	Bone	B	Washington
82011000	Downs	A	Washington
82003400	East Boot	B	Washington
82015900	Forest	B	Washington
82005900	Goose	B	Washington
82002100	Long	A	Washington
82004200	Lynch	A	Washington
82014800	Plaisted	A	Washington
82015100	South School Section	A	Washington
62000100	Silver	A	Washington
82013500	Unnamed (Echo)	A	Washington
82007700	Unnamed (Goggins)	A	Washington

\* "A" lakes are a higher priority than "B" lakes

## Activity 7 – Internal Phosphorus Analyses Project Funding Application

### Project Summary

Sponsoring Entity	
Project Name	
Project Location (lake name)	
Lake DNR ID #	
Applicable WBIF Work Plan Activity	Activity 7 – Internal Analyses
Estimated Completion Timeline	

### Lake Summary

Mean and max depths	
Recreational uses	
Impairment status and description of degree of impairment:	
Describe any previous internal loading projects:	

1. Waterbody to be analyzed is a Priority A or B lake in the LSC CWMP (Table 5-4, see following pages)?  Yes  No
2. Waterbody has had a TMDL, WRAPS, or similar study that identified internal loading as an important pollutant source to be addressed?  Yes  No
3. When would the internal analysis be completed? (grant funds expire 12/31/2023)?
4. Describe plans and any financing to implement internal load treatment based on findings from the internal analyses report.
5. To what extent has watershed external loading of phosphorus been addressed? Measurable outcomes such as pounds of pollutant reduced compared to the needed reductions are appreciated. (If possible, provide an estimated percentage of the watershed loading that could be reasonably be addressed, and has been. And, if a project identification and prioritization study is done, how many of those projects have been installed and could still reasonably be installed?)
6. To what extent is addressing internal loading a critical part of successfully meeting the waterbody's water quality goals? Please include information from any TMDL or similar study.
7. Please attach a consultant's quote for performing the internal loading analysis.

## Project Selection Criteria

### Activity 7 – Internal Phosphorus Analyses

The Activity 7 Subcommittee will use the following criteria to rank and select internal phosphorus analyses to be recommended to the Steering Committee.

#### Required:

1. Waterbody to be analyzed is a Priority A or B lake in the LSC CWMP (Table 5-4)?  
 Yes  No
2. Waterbody has had a TMDL, WRAPS, or similar study that identified internal loading as an important pollutant source to be addressed?  
 Yes  No

#### Scored:

3. When would the internal analysis be completed? (note: grant funds expire 12/31/2023).
4. Describe plans and any financing to implement internal load treatment based on findings from the internal analyses report.  
Score: \_\_\_\_\_  
Score from 0-5. Highest scores for projects with secured or likely funding within 2 yrs.
5. To what extent has watershed external loading of phosphorus been addressed? If possible, provide an estimated percentage of the watershed loading that could be reasonably be addressed, and has been. And, if a project identification and prioritization study is done, how many of those projects have been installed and could still reasonably be installed?  
Score: \_\_\_\_\_  
Score from 0-10.  
10 = 100% of reasonably possible watershed sources or projects addressed.  
5 = 50% of all reasonably possible watershed sources addressed.  
0 = 0%.
6. To what extent is addressing internal loading a critical part of successfully meeting the waterbody's water quality goals?  
Score: \_\_\_\_\_  
Score from 0-5.  
Highest scores for waterbodies where TMDLs or other information indicates that addressing internal loading is critical to meeting water quality goals.
7. Other factors in the committee's professional judgement.



# Lower St Croix Partnership Prioritization and Targeting Analysis Eligibility

Submit completed form to Steering Committee as an attachment to PROJECT REQUEST FORM

A. Requesting Partner and Contact			
<u>Partner Name</u>	<u>Project Contact</u>	<u>Contact Phone</u>	<u>Contact Email</u>

B. Project Information
<u>Project Name</u>

C. Protocol or Technique
<input type="checkbox"/> SWA <input type="checkbox"/> Feasibility Study <input type="checkbox"/> Street Sweeping Prioritization <input type="checkbox"/> Base Data Generation <input type="checkbox"/> Other: _____
<u>Assessment Type:</u> <input type="checkbox"/> Urban <input type="checkbox"/> Rural/Agricultural <input type="checkbox"/> <i>Combined</i> Urban/Rural

D. Gatekeeper Criteria – Please Review, Internalize, and Check
<input type="checkbox"/> <b>Priority Location:</b> The proposed activity is located in a priority location listed in the Implementation (See Table 5.1).
<input type="checkbox"/> <b>Priority Activity:</b> The activity is listed as a high or medium priority for Watershed Based Implementation (See Section VI.E).
<input type="checkbox"/> <b>Protocol:</b> The activity will follow established protocols (see notes below).
<input type="checkbox"/> <b>Agreement:</b> Partner will enter into agreement with Chisago SWCD to provide services/product and meet deadlines in the agreement.

### Program Tracking

Steering Committee	Chisago SWCD
<input type="checkbox"/> Date:	<input type="checkbox"/> Date:

**Protocol Notes:**

Gatekeeper Criteria (from CWMP Section VII.B. on page 95):

3. An analysis is complete and/or data are gathered to target and prioritize specific projects where they will have most benefit using the analyses components below\*; or the project is outside an area with a completed prioritization but has a similar cost benefit as a previously analyzed project and benefits the same water resource as the completed analysis. \*\*

\*Minimum components of targeting and prioritizing analyses (e.g., SWA (see sidebar on CWMP page 95), diagnostic study, feasibility study):

- ✓ Spatial analysis that includes pollutant delivery evaluation to the targeted waterbody
- ✓ Desktop analysis that includes historical aerial photo review
- ✓ Water quality modeling or monitoring for load reduction analysis
- ✓ Field evaluation for BMP feasibility and potential
- ✓ Cost benefit analysis completed in two ways. First, based on amount of WBIFs/pound total phosphorus removed, and second based on the total project cost/pound total phosphorus removed, both annualized for the anticipated life of the project based on accepted standards (The first calculation would be important if a project includes significant funding partners. For instance, in the case of some very large projects, such as urban retrofits, a private entity or local government may contribute significant funds. In those cases, the cost benefit to state taxpayers contributing to WBIFs would be much lower than the cost benefit of the total project.)

Sweeping plans will be developed utilizing GIS with the following steps: 1. identify direct drainage to priority catchments, 2. Identify current sweeping frequency in the direct drainage catchments, 3. Identify canopy cover density (low, medium, high) based on tree canopy assessment protocol, 4. Identify increased sweeping frequency in late spring, early summer and fall in medium and high-density canopy cover areas directly draining to priority water resources, 4. Produce color coded street maps that indicate sweeping frequencies in late spring, early summer, and fall; summarize recommended enhanced sweeping curb miles, and identify total cost estimate for implementing enhanced street sweeping.