



STORMWATER MANAGEMENT COMMISSION

Watershed Management Board Project Proposal Packet FY2019

This packet will serve as a **request for proposals** for Watershed Management Board (WMB) funded projects for FY2019. The following materials are enclosed for use in the application procedure:

1. A schedule that includes the FY2019 project proposal deadline, staff review of proposals, WMB proposal review and approval, and formal SMC project approval including appropriation of funds. **The deadline for SMC receipt of proposals is 4:00 p.m. on October 5, 2018.**
2. WMB Policies and Procedures describing the process for project application submittals and how funding recommendations are determined. Please note: The minimum 50% applicant cost-share provision applies except for the Watershed Management Assistance Grant program (see page 6).
3. The Watershed Resource Request Form used to submit project proposals.
4. The WMB Representative Appointment Form used by WMB members to delegate their authority to a representative.

All project proposals must be signed and supported by a WMB member.

YOU ARE A WATERSHED MANAGEMENT BOARD MEMBER IF YOU ARE:

- ✓ **THE CHIEF ELECTED OFFICIAL OF ANY LAKE COUNTY MUNICIPALITY**
- ✓ **A LAKE COUNTY TOWNSHIP SUPERVISOR**
- ✓ **THE PRESIDENT OF AN ACTIVE LAKE COUNTY DRAINAGE DISTRICT**
- ✓ **A LAKE COUNTY BOARD MEMBER**
- ✓ **A DELEGATE OF ONE OF THE ABOVE (See delegate form on final page)**

The enclosed "Project Submittal Assistance and Funding Recommendations" includes the prioritization criteria. SMC staff will review all proposal submissions based on the project prioritization criteria and will make recommendations to the WMB for their approval of projects at the **December 5, 2018, 6:00 p.m. WMB meeting.** Project proposals recommended for funding by the WMB will be forwarded to the January 2019 SMC meeting for final approval and funding appropriations.

Because of SMC staff resource limitations, projects for which applicants assume responsibility for administrative, design and project management duties will be given the highest consideration for funding recommendations. While SMC staff will provide technical assistance and design review for all projects, staff commitment for project design and management will be available only for projects that offer strong multi-jurisdictional and multi-purpose benefits.

SMC will mail a summary of all the applications and the staff funding recommendations to all active WMB members for review before the December meeting. If you plan to attend the WMB meeting but have not been active on the WMB in the past, please let us know so that a packet can be mailed to you.

SMC staff will be available to meet with project applicants, at the request of the applicant, to discuss individual proposals. Staff can provide suggestions to assist you in developing a stronger proposal at the pre-application meeting. To schedule a meeting for project proposals, please call or email the following SMC staff:

Name	Watershed	Phone	E-mail
Juli Crane	Des Plaines River	847-377-7708	jcrane@lakecountyil.gov
Kelcey Traynoff	Lake Michigan	847-377-7711	ktraynoff@lakecountyil.gov
Ashley Warren	North Branch of the Chicago River	847-377-7710	awarren@lakecountyil.gov
Sharon Østerby	Fox River	847-377-7706	sosterby@lakecountyil.gov

We look forward to receipt of your proposal. Mail or deliver proposals to:

WMB Projects FY2019
Lake County Stormwater Management Commission
500 W. Winchester Road, Suite 201, Libertyville, Illinois 60048

Tentative Fund Availability for Cost-Shared WMB Projects	
Watershed	Projected 2019 Funds
Lake Michigan (16%)	\$25,780
North Branch of Chicago River (21%)	\$33,800
Des Plaines River (42%)	\$67,620
Fox River (21%)	\$33,800
Watershed Management Assistance Grants	\$12,000
Contingency	\$4,000
Total	\$177,000
<i>*May vary slightly and will not be confirmed until the County Board approves the SMC budget in November 2018.</i>	

WMB Project Proposal Schedule for 2018 - 2019	
Date	Activity
August 3, 2018	SMC staff mail Request for Proposals (RFPs) to WMB members and others who have requested to be placed on the RFP mail list.
August 6 – September 28, 2018	Pre-proposal meetings with SMC staff (if requested by applicant). SMC staff develops internal proposals.
October 5, 2018, 4:00 PM	Deadline for SMC receipt of WMB project proposals for 2018.
October 8 - November 2, 2018	SMC staff review and refine proposals with applicants.
November 16, 2018	Staff finalize funding recommendations to WMB and mail proposal summaries and recommendations to WMB members for Annual meeting.
December 5, 2018, 6:00 PM	WMB Annual Meeting: All WMB members or delegates plan to attend - WMB funding recommendations
December 2018	Staff forward WMB funding recommendations to SMC in January 2019 meeting packet.
January 2019	SMC approve FY2019 WMB project funding.
January – February 2019	SMC staff work with WMB applicants to develop project agreements.
February 2019	SMC approve WMB project agreements.
February – November 2019	Grant recipients complete FY2019 WMB projects.

Watershed Management Board Projects

PROJECT SUBMITTAL ASSISTANCE AND FUNDING RECOMMENDATIONS¹

WMB PROJECT COMPLIANCE CRITERIA

The following shall govern WMB decisions on SMC watershed account allocation recommendations and to recommend the use of SMC staff on watershed-specific projects.

1. WMB members and SMC staff may initiate requests for watershed funds or SMC staff resource allocations by completing the Watershed Resource Request Form. The completed form with supporting documents shall be submitted to the SMC Director by the deadline established in the Request-for-Proposal Packet, in order to be placed on the agenda for WMB consideration. **All applications must be signed by a WMB member, as the project sponsor, as defined in the Request-for-Proposal packet.**
2. Requests for resources shall be in the categories of planning, engineering analysis, alternate solution evaluation, design, capital construction, and repairs. **Projects required as part of a regulatory permit are not eligible for WMB funding.** Variances to this may be warranted due to unique circumstances.
3. Sponsored applicants shall cost-share at least 50% with funds or in-kind services or a combination of both. Expenses incurred or activities occurring prior to approval of funding by the SMC are not eligible for reimbursement or to meet cost-share requirements. Several applicants may combine resources to meet the applicant cost share requirement, or individual applicants may propose Federal or State or other grant resources to meet the applicant cost share requirement. SMC would seek co-sponsorship for projects in unincorporated areas and would seek partial funding or in-kind services from other agencies and groups.
4. Jurisdictions seeking SMC resources shall be in good standing with the National Flood Insurance Program and in compliance with SMC policies.
5. If possible, the request should include quantifiable "benefits" information (such as "dollar value of reduced damages"). Inclusions of this type of information shall be a prioritization consideration.
6. The project shall comply with or be consistent with all applicable watershed plans and stormwater management ordinances, regulations, laws and statutes. **Regulatory fees, if applicable, will not be waived and will be the sole responsibility of the applicant.** All regulatory fees shall be included in the project budget, and may count toward the minimum 50% cost-share requirement.
7. The requests are limited to watershed funds and staff capacity not currently encumbered by specific commitments.
8. "Land Rights" – For all properties where in-the-ground construction will or may occur, the Applicant shall provide Owner-authorized land access and/or land rights or evidence of possessory interest in the form of previously recorded documentation or written authorization, from all property owners affected. Documentation or authorization may include recorded permanent easements; land covenants, deed-restricted areas or prescriptive easement (with the Owner's authorization or evidence of possessory interest); or other Owner-approved and SMC accepted legal instruments (i.e.: Owner-executed License Agreement). Work within public road rights-of-way shall not be performed without appropriate permits or authorization from the jurisdictional Road Authority.
9. Interim project payments: Up to 50% of the WMB/WMAG funding can be invoiced by the applicant prior to submitting final deliverables. The final 50% (or final balance) will be reimbursed upon receipt and approval by SMC of final deliverables.
10. The grant may be made directly to the applicant if it is an incorporated entity. If the applicant is not incorporated, the grant recipient may be a nonprofit group, or local government or agency that is an

¹ From Policies and Procedures Lake County Watershed Management Board

active participant in the program. In this case, the grantee needs to demonstrate strong support from the applicant for its role as grant recipient and coordinator of the funded activities.

11. HOAs receiving WMB/WMAG funding shall, within the project agreement period, include a phosphorus education feature in at least one of the following communications: HOA newsletter, website/social media, annual report, or mass email. A copy shall be provided to SMC prior to final project reimbursement.

WMB PROJECT PRIORITIZATION CRITERIA

The following, listed below in priority order, shall be considered by SMC staff in the development of the staff recommendation and by the WMB in the consideration of resource requests. The project or activity by itself, or as a component of a candidate project, will:

1. **Interjurisdictional Benefits** - Benefit multiple jurisdictions (government entities, HOAs, not-for-profits), will have interjurisdictional impacts, and/or will benefit the major "trunk"/regional scale drainage system of the watershed. ("Trunk" defined as that part of the drainage system that drains more than 100-acre drainage areas and has the potential to have interjurisdictional impacts).
2. **Flood Hazard Reduction Benefits** - Have beneficial results or impacts, including non-transportation related flood hazard reduction, during flood events up to and including 100-year events (a 100-year event being a flood event with a probability of occurrence in any given year of 1%).
3. **Structural Damage Reduction** - Mitigate structural damages due to floods and other stormwater related causes with consideration of the number of structures affected including but not limited to removing, elevating, flood-proofing, or otherwise protecting buildings from future danger of flood damage or structural damage related to flood-induced erosion. Also, this criteria includes Lake Michigan Watershed specific mitigation of damages due to stormwater, flood and wave induced problems on bluff, ravine and lakeshore areas.
4. **Water Quality Benefits** - Reduce surface water quality impairments utilizing best management practices.
5. **Natural Resource Benefits** - Benefit the environment with an emphasis on non-structural natural resource protection strategies.
6. **Nuisance Flood Reduction** - Alleviate major nuisance flooding and/or blocked transportation access.
7. **Multiple Use Benefits** - Provide multiple-use benefits to communities such as recreation, public education, data collection or others.
8. **Outside Funding Utilization** - Utilize federal and/or state or private funding to the maximum extent possible.
9. **Phosphorus Public Education Component** - Include a public education and outreach effort aimed at reducing the amount of phosphorus contained in stormwater runoff. This may include reducing the amount of fertilizer applied to lawns, using phosphorus-free fertilizers, and establishing buffer strips along lake shores, stream banks and wetlands. Applicants may also choose to adopt an ordinance or restriction banning the use of fertilizers and detergents containing phosphorus.

Incremental bonus credit will be given for the following:

- Projects that have a greater than 50% non-SMC cost-share
- Measure recommended in an SMC-adopted watershed management plan
- Critical facility protection or mitigation
- HOAs that document they are currently implementing stormwater best management practices (e.g., protection of native buffers/natural areas from mowing encroachment, maintaining obstruction-free drainage flow paths, implementing chloride reduction measures, effectively controlling sediment and erosion, etc.).

WMB Project Prioritization Criteria				
Rank	Watershed: Lake Michigan, North Branch, Des Plaines, Fox	Maximum Possible Weight	Rating (0 – 5)	Score (Weight x Rating)
1	Interjurisdictional benefits	25		
2	Flood hazard reduction benefits	20		
3	Structural damage reduction	15		
4	Water quality benefits	15		
5	Natural resource benefits	10		
6	Nuisance flood reduction	5		
7	Multiple use benefits	5		
8	Outside funding utilization	5		
9	Phosphorus Public education component	5		
	Bonus Credit: Critical facilities	5		
	Bonus Credit: Greater than 50% non-SMC cost-share	5		
	Bonus Credit: Measure Recommended in a SMC-adopted watershed management plan	5		
	HOA Bonus Credit: Current Stormwater BMP Implementation	5		
	Weighted Score Total (Minimum score greater than 210 required for staff recommendation of funding)			
	Total project cost			
	Applicant in-kind hours			
	Applicant cost share			
	Applicant's WMB funding request			
	Applicant's request for SMC in-kind hours			
	Total Available Funds for the watershed =			
	Staff recommendation for watershed funding			
	Staff recommendation for SMC in-kind hours			

Rating: 0=no effect, 1=minimal effect, 2=below average effect, 3=average effect, 4=above average effect, 5=maximum effect practicable

WATERSHED MANAGEMENT ASSISTANCE GRANTS

The Watershed Management Assistance Grant (WMAG) is a specialized type of WMB grant with a primary purpose of supporting the growth and sustainability (i.e., organizational capacity) of local watershed partnerships in Lake County. For the purpose of this program, a "watershed partnership" is defined as an inclusive, enduring, diverse, community-based group organized to identify and resolve watershed problems and issues. The work carried out by each grant recipient will target and fulfill the above purpose. WMAG do not require cost-share.

WMAG ELIGIBILITY

- The grant may be made directly to the partnership if it is an incorporated entity.
- If the partnership is not incorporated, the grant recipient may be a nonprofit group or local government or agency that is an active participant in the partnership. In this case, the grantee needs to demonstrate strong support from the other members of the partnership for its role as grant recipient and coordinator of the funded activities.
- Before a grant will be awarded, SMC will review applicants' existing fiscal systems to ensure proper systems are in place to track and administer funds. Awardees will also be required to sign a contract of agreement and submit mid-project and final reports.
- The grant funds shall not be used for any efforts to carry on propaganda or political advocacy.
- Proposals selected for funding shall be completed by the end of November in the following year of award (about an 18-month project period).

WMAG CRITERIA

A short narrative that addresses the following criteria must be attached to the Watershed Resource Request Form. All proposals selected for funding shall:

1. **Participant Involvement** - Explain how participants representing interests and perspectives reflective of a specific watershed community will be involved in developing sound approaches and lasting solutions to the identified problems.
2. **Problem Identification** - Identify one or more clearly defined watershed problems that the partnership will address.
3. **Desired Results** - Establish realistic and clear goals and objectives.
4. **Progress Measures** - Establish a method for evaluating the immediate and long-term effects of the project.
5. **Outreach Efforts** - Focus on the development of the partnership and clearly demonstrate that proposed actions will increase the sustainability of the partnership.
6. **Action Plan** - Produce a clear work plan, which describes the tasks to be accomplished, end results, products to be completed and the time frame.

Incremental bonus credit will be given to applicants who also:

- Have not previously received a Watershed Management Assistance Grant.
- Organizations that represent an entire watershed or subwatershed (e.g., Otter Creek Stakeholders Association) will be given preference over groups representing a portion of the watershed (e.g., Lakefront Property Owners Association).
- Involve or are supported by local governments.
- Can leverage additional funds, volunteer time or support for current and future organizational sustainability.
- Can demonstrate how this grant will assist the partnership to continue beyond the scope of the immediate work (this grant request) and develop as a long-term, sustainable entity in the watershed.
- Are working to organize or develop restoration plans.

WMAG Prioritization Criteria				
Rank	Watershed: Lake Michigan, North Branch, Des Plaines, Fox	Maximum Possible Weight	Rating (0 – 5)	Score (Weight x Rating)
1	Participant involvement	20		
2	Problem identification	20		
3	Desired results	15		
4	Progress measures	15		
5	Outreach efforts	15		
6	Action plan	10		
Bonus Credit: First-time WMAG funding		5		
Bonus Credit: Subwatershed representation		5		
Bonus Credit: Local unit of government support		5		
Bonus Credit: Outside funding utilization		5		
Bonus Credit: Demonstrate partnership sustainability		5		
Bonus Credit: Includes restoration plan component		5		
Weighted Score Total (Minimum score greater than 210 required for staff recommendation of funding)				
Total project cost				
Applicant in-kind hours				
Applicant cost share				
Applicant's WMB funding request				
Applicant's request for SMC in-kind hours				
Total Available Funds for the program =				\$12,000
Staff recommendation for watershed funding				
Staff recommendation for SMC in-kind hours				

Rating: 0=no effect, 1=minimal effect, 2=below average effect, 3=average effect, 4=above average effect, 5=maximum effect practicable

ADMINISTRATIVE POLICIES:

Available project funding for each fiscal year shall be divided by watershed using the equalized assessed valuation of the property within each major watershed. Project scoring, ranking and preliminary staff recommendations to the WMB shall be performed per watershed.

A minimum score, as reflected on the project scoring spreadsheet, is required for a project to be recommended for funding by SMC staff to the WMB membership. Staff recommendations for municipal based projects are predicated on that municipality being in good standing in the regular phase of the National Flood Insurance Program. The WMB membership is not bound by a minimum-score criteria for its recommendations to the SMC. Every effort will be made to maximize SMC staff scoring for projects by working with applicants to gain a thorough understanding of the project during the application process.

If there are funds left over in a given watershed after staff recommendations for funding all of the projects that meet this minimum score, the remaining funds can be recommended by staff or allocated to an 'above minimum score project' in another watershed. Staff recommendations would follow the needs-based priority order of 1-Fox, 2-Des Plaines, 3-North Branch, 4-Lake Michigan.

At times, SMC staff working on a watershed project may need a small purchase or service that is incidental to a project. Therefore, SMC staff, following SMC Purchasing Policies and Procedures, may make incidental WMB fund allocation decisions between WMB meetings, not to exceed a total of \$4,000.

The annual meeting and, if needed, special-call meetings shall be used to develop recommendations for specific WMB funding and staff resource commitments, and approve watershed project budget proposals for inclusion in the SMC budget proposal. Unfulfilled WMB requests shall be considered along with all other information during the development of the WMB watershed budget proposal.

Project Audit: SMC may audit any project for; completeness of WMB funded work products or deliverables, adherence to agreed schedules or extensions, and appropriateness of WMB fund expenditures. Incomplete work products or deliverables, delays beyond agreed deadlines and expenditures of funds that do not achieve agreed deliverables may result in forfeiture of grant funding pursuant to the executed project agreement or a determination of ineligibility for the applicant, project manager or project consultant to apply for future grants.

WATERSHED RESOURCE REQUEST PROCESS

1. The applicant shall complete the attached Watershed Resource Request Form and provide the required attachments.
2. All requests shall be submitted to the SMC Director by the deadline established in the Request-for-Proposal Packet before the annual meeting.
3. Staff will review the application considering watershed fund availability, staff capacity and the compliance and prioritization criteria listed above. After consulting with the applicant for any additional information, SMC staff will develop a written staff recommendation.
4. A summary of all the applications and the staff funding recommendations will be included in the WMB agenda packet to be mailed/electronically mailed out at least one week before the annual meeting. SMC staff shall fulfill requests for additional information as they arise on an individual basis.
5. SMC staff will present the request, recommendation and rationale to the WMB. The applicant may expand on this presentation. A public comment, question and answer, and discussion period shall be facilitated by the Chairperson.
6. After a motion, second and any further discussion, a WMB vote will be taken to determine whether there is consensus among WMB members to approve, not approve, or approve with revisions or conditions the submitted Resource Request(s).
7. The SMC Director shall include the WMB recommendations in the agenda of the next SMC meeting. The SMC staff shall present to the SMC, the WMB recommended allocations and staff commitments. Applicants or WMB members may expand on this presentation. A public comment, question and answer, and discussion period shall be facilitated by the SMC Chairperson. After a motion, second and any further discussion, an SMC roll call vote will be taken to approve, not approve, or approve with revisions or conditions the WMB recommendations.
8. SMC staff shall prepare contractual or intergovernmental agreements with the applicants for the disposition of approved allocated funds and staff commitments. All agreements must be signed by the SMC Director or SMC Chairperson. Agreements for funds over the SMC Director's spending authority must be approved at a subsequent SMC board meeting.



STORMWATER MANAGEMENT COMMISSION

Watershed Management Board (WMB) and Watershed Management Assistance Grant (WMAG) Application

Proposal Request

Name of Watershed:

(e.g. Des Plaines River, Fox River, Chicago River, or Lake Michigan)

Applicant Jurisdiction(s):

(e.g. Name of Village, Township, Homeowners Association, etc.)

Project Title:

Project Location:

Address/Intersection, if applicable.

Applicant Contact Information

Legal Organization Name:

Organization Contact Name:

Title:

Street Address:

City, State, Zip Code:

Phone Number:

e-Mail Address:

Project/Consultant Contact Information (if applicable)

Project/Consultant Contact Name:

Street Address:

City, State, Zip Code:

Phone Number:

e-Mail Address:

Project Information

WMB Project Type:

(Check all that apply)

Planning *(e.g. Lake Management Plan, Flood Mitigation Study, etc.)*

Engineering & Design

Capital Improvement *(In the Ground Projects)*

Other

Is this a request for a Watershed Management Assistance Grant (WMAG)? Yes No

The WMAG is a specialized type of WMB grant with a primary purpose of supporting the growth and sustainability of local watershed partnerships in Lake County (*e.g. Planning, Education & Outreach, or Stakeholder Development*). **WMAG requests do not require Applicant Share.** More information about the WMAG can be found in the "Request for Proposals" packet on page 6.

Financial Information

Total Project Cost Estimate: \$ Applicant Share: \$
(not required for WMAG)

Requested WMB Share: \$

In-Kind Hours for Project: (Applicant Hours) (SMC Hours)

In-Kind Services Description:
(Scope of Work and Cost Estimate)

IMPORTANT! Include Preliminary Budget and Project Schedule of Work with this application.

Outside Funding Utilization *(if applicable)*:

Entity/Agency: Amount: \$

Entity/Agency: Amount: \$

Entity/Agency: Amount: \$

Project Information

Project Description:

Please include project design specifications, information about who will implement the project, and how the project will be accomplished. Use additional sheets if necessary.

Estimated Project Start Date: Estimated Project End Date:

Note: Projects must be substantially completed by November 30, 2019

WMB Summary of Benefits *(This section is for WMB only)*

Describe your Project Benefits *(N/A if not applicable)*

Inter-Jurisdictional Benefits:

Benefit multiple jurisdictions (government entities, HOAs, not-for-profits), will have interjurisdictional impacts, and/or will benefit the major "trunk"/regional scale drainage system of the watershed.

Do more than 100 acres drain to the project site? Yes No

Flood Hazard Reduction Benefits:

Have beneficial results or impacts, including non-transportation related flood hazard reduction, during flood events up to and including 100-year events.

Structural Damage:

Mitigate structural damages due to floods and other stormwater related causes with consideration of the number of structures affected including, but not limited to, removing, elevating, flood-proofing or otherwise protecting buildings from future danger of flood damage or structural damage related to flood-induced erosion. Also, this criteria includes Lake Michigan Watershed specific mitigation of damages due to stormwater, flood and wave induced problems on bluff, ravine and lakeshore areas.

Water Quality Benefits:

Reduce surface water quality impairments utilizing best management practices.

Natural Resource Benefits:

Benefit the environment with an emphasis on non-structural natural resource protection strategies.

Nuisance Flood Reduction Benefits:

Alleviate major nuisance flooding and/or blocked transportation access.

Multiple Use Benefits:

Provide multiple-use benefits to communities such as recreation, public education, data collection or others.

Phosphorus Public Education Component: Include a public education and outreach effort aimed at reducing the amount of phosphorus contained in stormwater runoff. This may include reducing the amount of fertilizer applied to lawns, using phosphorus-free fertilizers, and establishing buffer strips along lake shores, stream banks, and wetlands. Applicants may also choose to adopt an ordinance banning the use of fertilizers and detergents containing phosphorus.

Flood Protection or Mitigation of a critical facility?

Yes No

(e.g. hospitals, fire stations, police stations, storage of critical records, etc.)

Name and Type of Facility:

Measure recommended in an SMC-adopted Watershed Management Plan?

Yes No

<https://www.lakecountyil.gov/2437/watershed-management-plans>

Name of Plan *(include page and ID number)*:

Easement

Types of easements: permanent and, if necessary, ingress and egress easements. Examples of projects that require easements: construct/install a new drainage feature or improvement (rain garden, overland drainage way, and culverts), or projects intended to be a permanent improvement/feature for the area.

For all properties where in-the-ground construction will occur, the Applicant shall obtain and provide copies of appropriate land rights (e.g. recorded permanent easement).

Will you be requesting SMC assistance with acquiring easement(s)?

Yes No

WMAG Summary of Benefits *(This section is for WMAG only)*

Describe your Project Benefits *(N/A if not applicable)*

Participant Involvement: Explain how participants representing interests and perspectives reflective of a specific watershed community will be involved in developing sound approaches and lasting solutions to the identified problems.

Problem Identification: Identify one or more clearly defined watershed problems that the partnership will address.

Desired Results: Establish realistic and clear goals and objectives.

Progress Measures: Establish a method for evaluating the immediate and long-term effects of the project.

Outreach Efforts: Focus on the development of the partnership and clearly demonstrate that proposed actions will increase the sustainability of the partnership.

Action Plan: Produce a clear work plan, which describes the tasks to be accomplished, end results, products to be completed and the time frame.

Statement of Local Commitment by Applicant (WMB & WMAG)

- Has sufficient matching funds? *(Not applicable for WMAG)* Yes No
- Has sufficient staff capacity? Yes No
- Will comply with all applicable ordinances, laws, and SMC policies? Yes No

Watershed Management Board (WMB) Member Project Sponsor (WMB & WMAG)

Name of WMB Member (Print):

Title:

Signature of WMB Member*:

**This must be a WMB member who supports the project. It is not necessarily the applicant. For WMB member guidelines, refer to page 1 of the "Request for Proposals" packet.*

Project Attachments (WMB & WMAG)

- Location map & project site photos Yes No
- Detailed project description Yes No
- Preliminary project budget Yes No
- Project Schedule Yes No
- Other supporting documents *(Please describe below)* Yes No

SMC Use Only:

Received: _____

Reviewed: _____