



L2L Cost-Share Contract Process for Homeowners

1. Eligible homeowner: Must be a resident of Windom, Wilder, Heron Lake, Lakefield, or Jackson communities. A renter is eligible, but the owner of the home will be required to sign the cost-share contract in conjunction with the renter.
2. Project location eligibility: Project must be located inside of the city limits of Windom, Wilder, Jackson, Heron Lake, or Lakefield.
3. Cost-Share for Conservation Practices:
 - a. All Project types: 5 year contract, 3 acre maximum, 90% cost-share not to exceed \$450 per site. **Total maximum cost-share per site is \$450.00.**
 - b. All project types: All homeowner time will be considered in-kind match at a rate of \$25/hr (per RFP). Homeowners cannot be paid for their time through the grant, their time can only be counted as match. Homeowners will need to report to the District how many hours spent installing the project (site prep, planting, mulching, etc).
 - c. All project types: If the homeowner chooses to hire a landscape company to design and install the project, the labor of the landscape company is considered "cash cost" and is subject to the 90% and not to exceed \$450 per site.

Example 1: The homeowner decides to install a 100 square foot pocket garden. They purchase \$250 in plants, \$100 in mulch. Their total cash cost is \$350.00. They spent 5 hours removing sod, prepping the soil, putting in the plants, and laying the mulch.

Total cash cost: \$350.00

Cost-share that homeowner received back: \$315.00 (90% of \$350.00)

Homeowner in-kind time match towards the grant: 5 hours @ \$25.00/hr = \$125.00

Homeowner cash match towards the grant: \$35.00 (10% of \$350.00)

Example 2: The homeowner decides to hire landscape company to design and install their 100 square foot pocket garden. The landscape company provides an itemized bill of: \$200 in design/layout, \$250 in plants, \$100 in mulch, \$500 in labor to install for a total cash cost of \$1,050.00. The homeowner spends zero time with install/site prep/etc.

Total cash cost: \$1,050.00

Cost-share the homeowner received back: \$450.00 (90% of the maximum \$500.00 per site)

Homeowner in-kind time match towards the grant: \$0

Homeowner cash match towards the grant: \$600.00 (total cash cost \$1,050.00 MINUS the cost-share rate of \$450.00 the homeowner receives back)

4. Eligible cost-share costs for Homeowner:
 - a. Plants, seeds, trees, shrubs
 - b. Site prep (sod removal, tillering, weed control, renting equipment for site prep)
 - c. Weed suppression fabric for site prep only (See sheet mulching or solarization)
 - d. Wood mulch
 - e. Tree tubes/stakes or minimal fencing around tree/shrub for protection
 - f. Onsite consultation from landscape designer or contractor
 - g. Landscape designer or contractor labor costs for installation of pollinator project

5. Non-eligible cost-share costs for Homeowner:
 - a. Landscape rock
 - b. Pavers, edging, wood, or any other item used to create a border between the pollinator project and lawn
 - c. Decorative lawn/garden ornaments or structures
 - d. Equipment purchases such as tillers, sod removers, shovels, etc.
 - e. Weed suppression fabric/material other than for site prep sheet mulching or solarization

6. Homeowners should contact their respective District for a Cost-Share application prior to any work being completed.

7. Projects will be approved at the local District board meeting (Jackson, Cottonwood, or Heron Lake). Homeowners should not begin work on the project until it is approved by the respective Board.

8. Once approved the homeowner will have **18 months** from the date of the Board executed contract to install/establish the pollinator project(s).

9. The homeowner is responsible for paying all bills associated with the contract and will be reimbursed by the local District. Homeowners will need to turn in copies of all bills to the local District, any contractor bills should be itemized to determine eligible costs. A cost-share voucher form will be used to document reimbursement to homeowner.
 - a. The homeowner will need to document the hours they spent on their project for grant tracking purposes and report this to the local District.

10. Homeowners are only eligible for one L2L cost-share, if they received an individual grant they are not eligible for the Demonstration Neighborhood Grant and vice versa.