

Easter Lake Watershed Project Soil Quality Restoration Application

Applicant/Property Owner Name	Date	Applicant Phone Number
Project Address	Email Address	
Mailing Address (if different from project address)		

Please attach the following:

- Soil Quality Restoration Estimate
- W9 form

Estimated Cost _____

(Maximum funding 75% of total out of pocket cost of materials and labor)

Please verify the following:

- I have attached the estimate and W9 form above
- I have read and understand the Program Terms & Conditions (see pages 2-3)

*****In order to receive funding from the Easter Lake Watershed Project for a soil quality restoration project, I understand my application must be pre-approved. Any work completed before pre-approval is not eligible for reimbursement.**

I hereby certify that the information provided herein is true and accurate, and I understand any reimbursement payment from this program may be subject to income tax.

Signature of Applicant

Date

Application Instructions

- Submit a completed application form, estimate, & W9 to: Polk Soil & Water Conservation District, 1513 N. Ankeny Blvd. Ste.3, Ankeny, IA 50023, or by emailing the application materials to julie.perreault@ia.nacdnet.net (email is preferable).
- The Easter Lake Watershed Project will review your application materials
- Next, you will be asked to sign a Request for Assistance form
- Once all materials are signed, your application will be added to the agenda of the next monthly approval meeting. Once approved you will be notified and can then proceed with installation.

Easter Lake Watershed Project Soil Quality Restoration Application

Program Terms & Conditions

Through the Easter Lake Watershed Project, funds have been made available to residents, homeowners, and businesses for Rainscaping Practices including soil quality restoration to help decrease the amount of stormwater runoff and enhance the water quality of stormwater runoff within the Easter Lake Watershed.

Cost-share funds are administered through the Polk Soil and Water Conservation District. The District can provide reimbursement to cover up to 75% of total out of pocket cost for soil quality restoration.

Terms for Eligibility:

- Applicant must live within the Easter Lake Watershed
- Soil quality restoration projects shall meet design criteria in the Iowa Stormwater Management Manual or other guidance as approved by project partners.
- Applicants must sign and date a Request for Assistance letter after the application has been received by the Watershed Coordinator, and before the monthly approval meeting.
- Work cannot proceed until the application has been pre-approved by the District.
- After work is completed, receipts or itemized contractor's invoice, must be submitted and your project installation must be checked by the Watershed Coordinator.
- Reimbursement will be for up to 75% of the reasonable total cost of materials and labor.

To better understand the funding approval process, please review this information:

- Once a favorable estimate is found for soil quality restoration, submit the estimate, W9, and application form to the Easter Lake Watershed Coordinator for review.
- If the project meets designated criteria the Watershed Coordinator will present the potential project at the next monthly Polk Soil & Water Conservation District Commissioner meeting. Prior to the meeting, the applicant must sign and date a Request for Assistance Letter. The potential project will then be voted on by the Commissioners to determine if the project will be approved and to determine the cost-share available for the project. If voted "yes", the applicant will receive a letter by US Mail and by email from the Watershed Coordinator informing them the outcome of the request and then installation may begin. The applicant is responsible for notifying the contractor the project has been approved. **Work may not begin on the project prior to SWCD board approval.**
- After installation is complete, the Watershed Coordinator will check to ensure the design specifications have been met, and if so, it will be deemed certified. If design specs have not been met, the contractor will be advised to make whatever changes are necessary. If not, the applicant will not receive the previously agreed upon cost-share amount.
- Applicant will then provide original paid bills to the Watershed Coordinator. The cost share amount is based on actual or estimated project cost, whichever is less.
- After certification is complete, the Watershed Coordinator will report that the practice has been certified at the next monthly District Commissioner meeting. The Commissioners will then approve the applicant to be reimbursed for the previously agreed upon cost-share amount. The District will provide a check to the applicant for the reimbursement. **It is the applicant's responsibility to pay the contractor.**
- The Applicant will sign a Certification of Completion and the applicable Maintenance Agreement*. The Maintenance Agreement must be signed in front of a Notary Public. The Applicant is required to provide a check payable to the Polk County Recorder for the amount of \$7.00 which is the recording fee of the Maintenance Agreement.

Easter Lake Watershed Project
Polk Soil & Water Conservation District
1513 N. Ankeny Blvd. Ste.3
Ankeny, IA 50023

Easter Lake Watershed Project Soil Quality Restoration Application

- The applicant is then responsible for keeping the practice up to the design specification standards for the amount of time agreed upon in the Maintenance Agreement. Violation of this could result in the customer paying back the District the amount that was given to them.

***1099 is issued to any applicant who receives over \$600 in cost-share dollars.**

***Maintenance Agreements are required for all practices. Maintenance Agreements for soil quality restoration are for a duration of 5 years.**

*WQv – The Iowa Stormwater Management Manual provides design standards that ensure that infiltration based stormwater management practices will infiltrate 90% of rainfall events. Analysis of historical rainfall data for Iowa shows that 90% of rainfall events are less than 1.25 inches in 24 hours. This size of an event is called the water quality volume (WQv).

For questions about soil quality restoration or the project approval process, please contact the Watershed Coordinator:

Julie Perreault

Julie.perreault@ia.nacdnet.net

515-964-1883 ext.3

Polk Soil & Water Conservation District
1513 N. Ankeny Blvd. Ste.3
Ankeny, IA 50023

www.easterlake.org

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

X Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional) IA Department of Agriculture Division of Soil Conservation 502 East 9th Street Des Moines, IA 50319-0050
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.