

Project Information Form

Shared form used by the **Red River Watershed Management Board** and **Flood Damage Reduction Work Group**

***Project Sponsors:** Please complete this form for projects being developed under the Red River Basin Mediation Agreement. Part 2 is needed only if the project advances beyond the planning steps from Part 1. If Part 2 is used, update it twice per year (April and October), and again when submitting requests for funding or other approvals by the RRWMB or FDRWG. Please change **prior** updates to **black** font. Show **new** updates in **red** font.*

PART 2: PROJECT DEVELOPMENT/CONSTRUCTION

Project Name:

Sponsor/Applicant:

Contact Person: **Date:**

Progress in developing/constructing the project (Prior items are shown on Part 1 of this form)
 (Steps do not have to occur in this order, and some steps may not apply. If not applicable, enter "NA")

	Approx. Percent complete	Date Completed (month/year)
1. Final Engineer’s Report		
2. Land and easement acquisitions		
3. Environmental Review		
4. Public Hearing		
5. Local board or council approves funding the project		
6. RRWMB Step 3 Approval (if applicable)		
7. Funding commitments secured from other parties		
8. Permitting		
9. Preliminary design (completion defined as 30% design done)		
10. Final design (completion defined as 90% design done)		
11. Plans, specifications, bid documents		
12. Construction contract award		
13. Construction		
Add additional steps below if appropriate for the project		
14.		

Activities planned in next 6 months:

(Note: Boxes on this form can be expanded by pulling down the lower borders):

List the main project features *(list the main features, with total length of linear features, total area of the project footprint excluding linear features, and the volume of storage or other features, as appropriate).*

What specifically will the project will accomplish? Provide quantities where possible *(e.g. number and type of structures or roads with reduced risk; land area with reduced inundation from standardized storm events; miles of streams with improved fish habitat.) (Copy from Part 1 if planned outcomes have not changed.)*

FDR outcomes:

NRE outcomes:

List regular, recurring operations and maintenance activities needed to ensure the outcomes above *(Only list actions with a substantial impact on O&M costs)*

What funding sources will be used to pay for the O&M costs listed above?

Is there an operations plan or agreement? List the parties involved:

Is there a monitoring plan or agreement? List the parties involved:

If the project will be designed or constructed in phases, list the phases with brief descriptions:

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Are there any factors making this project unusually urgent to fund and construct? Yes No

If yes, describe:

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Cost of Project Development/Construction: *(add rows if needed)*

Primary activity, phase or feature (include pre-construction steps)	Cost	Approx. % Complete
Total Expected Cost:		

Funding Plan (list planned amounts from each source, even if not yet approved):

Agency & program	Amount (Actual or Planned)	Percent of Total	Approved? (Y/N)
Applicant – prior spent			
Applicant – planned future expenditures			
RRWMB – prior approved			
RRWMB – current request			
RRWMB – expected future requests			
MDNR Flood Hazard Mitigation – prior awarded			
MDNR FHM – current request			
MDNR FHM – future requests			
Other (list)			
Other (list)			
Other (list)			
Other (list)			
Total:			
Total from RRWMB (prior, current, & future):			
Total from FHM (prior, current & future):			

NRE Funding

Is the applicant seeking MDNR FHM funding above the standard 50% state share, due to Natural Resource Enhancements?: Yes No Not yet determined

If the FDRWG completed an NRE Funding evaluation, list the percent the FDRWG recommended for State FHM funding (typically from 50% to 75%):

List the date of the FDRWG’s written communication of this recommendation:

Has the RRWMB TAC reviewed the project and provided a recommendation? Yes No

If yes, list the date of the review:

Has the FDRWG TSAC reviewed the project and provided a recommendation? Yes No

If yes, list the date of the review:

Describe input from local landowners:

1. Input from landowners needed for easements or acquisitions:

2. Input from other landowners in the project vicinity and the benefitted area:

Other than funding, does the applicant have partners in constructing or operating the project? Yes No

If yes, describe the roles of the applicant and its partners, respectively.

If a project team was formed using FDRWG procedures, has the member list provided in Part 1 of this form changed? If so, please insert the updated list of project team members (Add rows, copy from Part 1, and modify as needed).

Member Name	Organization or Group Represented

List other information you want the RRWMB or FDRWG to consider, if applicable.

ADDITIONAL INFORMATION

Attach updated **location map(s)** displaying the project's location within the county(ies) where it's located, and the nearest town, townships or other prominent landmarks.

Attach updated **site plan** (figure) showing primary project features and relation to nearby roads and water bodies.

Attach updated **benefitted areas map(s)** displaying the specific areas/features where this project will reduce flood damages, enhance natural resources, or both.

Attach list of **Project Team** members and who they represent.

Attach signed and dated **Project Team Consent Form**, if completed at this stage of project development.

If applicable, provide **environmental review documentation** under separate cover (e.g. EAW, EA, EIS, ROD or the applicable documentation indicating that these are not needed)

If applicable, provide **Operating plan** or agreement under separate cover.

If applicable, provide **Monitoring plan** or agreement under separate cover.

Depending on the project, **additional forms may be required by either the RRWMB or FDRWG**. Consult with the RRWMB Executive Director and FDRWG Coordinator when submitting a request for funding or other actions.