



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 358-2276

[ninemilecreek.org](http://ninemilecreek.org)

## Cost Share Yearly Reporting

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### Overview

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As part of your Cost Share Maintenance Agreement with the District, you are required to provide yearly reports on the condition of your project for five years (or for larger projects, 10 years). The Yearly Report should cover a one-year period, beginning the first year after installation. The report should be submitted by September 30<sup>th</sup> each year during your maintenance agreement period.

Email your report to Erica, Program & Project Manager, at [esniegowski@ninemilecreek.org](mailto:esniegowski@ninemilecreek.org). For questions contact Erica at 952-358-2276.

### Report Format

#### Contact Information

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Name:

Phone Number:

Email:

#### Project Information

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Year of Grant Award:

Project Name/Type:

Project Location (address):

Summary of Project Performance:

Summary of Maintenance Activities:

Do you have any maintenance concerns?

Additional Comments:

Picture of your project that reflects the current conditions.

*If the picture is embedded in your report, please **also** email it as a separate jpg file.*