

Clean Water Fund RIM RFP Submittal Instructions

To submit a completed Clean Water Fund RIM RFP for fiscal year 2012, you will be uploading it through a website that will be available December 2, 2011 – January 13, 2012 at 4:30PM.

To begin, open your web browser and go to <http://cwf.bwsr.state.mn.us>. On the welcome page, read the instruction and then proceed by typing the letters seen in the captcha image. When you type the correct code, you will automatically be directed to the upload page. If you have troubles, you may change the captcha and try a new one.

Welcome to the 2012 Clean Water Fund RIM RFP Submittal Form

Before beginning this application, be sure that you have all of your applications materials completed. If you are unsure of what is required, view the [Buffers Easement Page](#) page.

Please type the following code to verify the integrity of this web transaction. You will then be taken to a form where you can upload your application, narratives, maps and photos.

 Type this code

Troubles? Try a different Captcha. [Change Captcha](#)

If you are having troubles using this web form and need additional assistance, you may contact *Paul Senne at 651-296-1278 or Tim Ogg at 651-297-8024.*

For questions about the application, the application process or other Clean Water Fund policy questions, contact:
Tabor Hoek - 507-537-7260



In the upload page, you are first prompted to enter a few basic details about your organization and contact information so we can track you uploaded application documents. If there are any special comments that you have regarding this application upload, put these in the comments input.

Fiscal Year 2012 RIM Project Proposal Submittal Form

 Need Help?

Applicant Information

* denotes required field or file upload

SWCD Name*

Name* Phone*

Comments:
You may add any notes or comments about your application here.



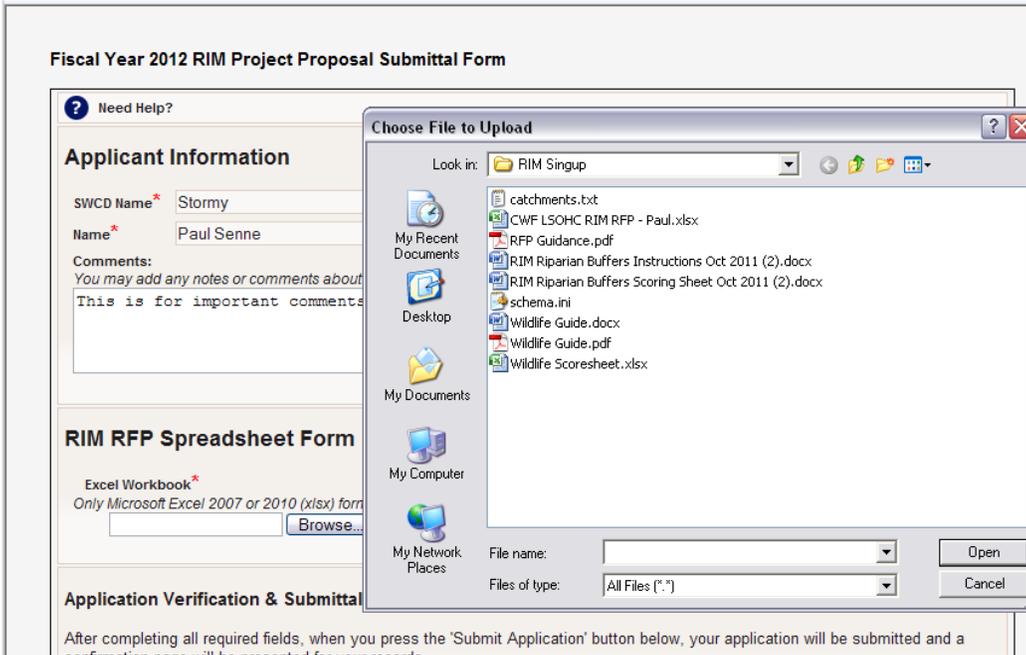
RIM RFP Spreadsheet Form

Excel Workbook*
Only Microsoft Excel 2007 or 2010 (xlsx) format

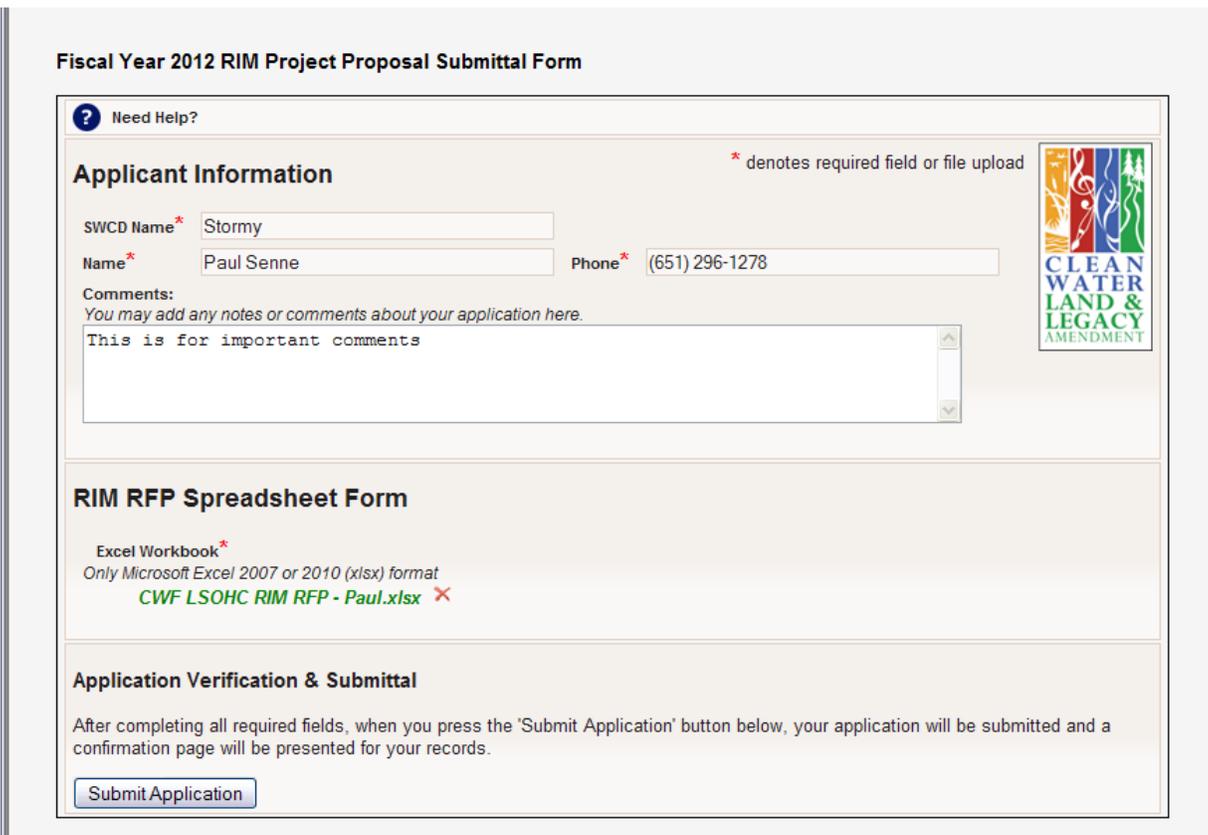
Application Verification & Submittal

After completing all required fields, when you press the 'Submit Application' button below, your application will be submitted and a confirmation page will be presented for your records.

After inputting your basic information, there an upload/browse button for your completed RFP Spreadsheet.. Clicking the browse button will present you with a file browser so you can select the document to upload. Note, the ‘Excel Workbook’ upload is required since it is the entire RIM Buffers RPF.



If you uploaded the wrong document, press the red ‘X’ to delete it. Then browse to the correct file by pressing the ‘Browse’ button.



Review your application to make sure you have completed everything needed. Click submit. If you have any potential errors that the web site finds, you will be prompted as follows. Press 'Ok' to correct the errors.



Once the application is complete, you will be presented with a confirmation page that includes your application number and the contents of your application. Please print this page for your records. If you need to follow up with BWSR, this application number will be used to reference the submitted application materials.



Application Received

Your application number is **RIM12-16**.

Please print this page as it includes a summary of your application contents for your records.

You may direct any questions about the application process to your clean water specialist:

Tabor Hoek - 507-537-7260

Applicant Information

LGU Name: *Stormy*

Name: *Paul Senne* Phone: *(651) 296-1278*

Comments: *This is for important comments*

RIM RFP Spreadsheet Form

Excel Workbook: *CWF LSOHC RIM RFP - Paul.xlsx*

[Go to BWSR Home Page](#)

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