



Capitol Region Watershed District

1410 Energy Park Drive, Suite 4 St. Paul, MN 55108
Ph: (651) 644-8888 Fax: (651) 644-8894 Web: capitolregionwd.org

2012 Stewardship Grant Program

Capitol Region Watershed District (CRWD) values and supports the efforts made by residents to participate in its mission, *to protect, manage, and improve the water resources of the District*. Through our Stewardship Grant Program, we hope to encourage a strong ethic among citizens for protecting local lakes, streams, and wetlands.

GOALS

The Stewardship Grant program aims to accomplish two or more of the following goals:

- Improve water quality by decreasing and/or treating stormwater runoff;
- Increase groundwater recharge by fostering stormwater infiltration;
- Preserve and protect plant and wildlife communities adjacent to lakes, rivers and wetlands; and/or
- Educate the public on the impacts of stormwater runoff and ways they can reduce it.

PROJECTS

CRWD achieves the Stewardship Grant Program goals by awarding cost share grants for water quality improvement projects in the District. Projects typically fall under one of two categories; 1) best management practices (BMPs) that reduce and/or treat stormwater runoff; or 2) educational and outreach activities that highlight the connection between people’s behaviors and actions to the health of water resources. Example projects include:

BMPs

- Raingardens
- Rain barrels
- Green roofs
- Pervious/porous pavements
- Erosion control projects
- Shoreline restoration
- Native habitat restoration next to waterways

Education/Outreach Projects

- Water quality education activities or programs
- Events or festivals with a focus on water quality
- Educational materials in printed or digital format
- Efforts that enhance participation in CRWD activities

CRWD provides partial funding for construction or implementation of water quality improvement projects. In most cases, CRWD funds the material costs for projects. CRWD, in partnership with the Ramsey Conservation District (RCD), also offers technical design assistance for raingarden and shoreline restoration projects. For larger BMP projects, CRWD will consider funding a portion of planning, engineering, or design costs.

ELIGIBILITY

The following individuals and groups located or serving CRWD are eligible to apply:

- Single-family homeowners;
- Homeowners/condominium associations;
- Neighborhood groups;
- Nonprofit or faith organizations; or
- Public and private schools.

To determine if your residence, business or your project area is located within CRWD, visit <http://www.capitolregionwd.org/crwd/boundaries.html>.

EVALUATION CRITERIA

CRWD evaluates grant projects and makes funding decisions based on the following criteria:

- Will the project improve water quality?
- Will the project reduce stormwater runoff?
- Are project results measurable?
- Does the proposal include a reasonable budget, work plan and timeline?
- Is the site highly visible, or does it have a potentially high educational value?
- Does the project have an educational component? If so, is the audience clearly identified and a specific outreach method described?
- Are local citizens involved in planning and implementing the project?
- Does the project involve partnerships with other organizations or groups?
- Does the proposal address long-term project maintenance?
- Does the project provide water quality treatment for a large parcel of land?

GRANT AWARDS AND ELIGIBLE REIMBURSEMENT ITEMS

Single-family residential projects may receive a grant maximum of \$2,000. The maximum award for other groups including homeowner associations is \$10,000.

It is the primary intent of the program to reimburse costs of materials. Labor and volunteer time is an in-kind match from the grant recipient. For education and outreach projects, CRWD will consider labor expenses for reimbursement. Examples of reimbursable items include plants, construction materials such as mulch and compost or other soil amendments, signage, transportation costs for water education outings, books, intern stipends, and other items as agreed to by CRWD.

CRWD will also consider funding a portion of planning, engineering, or design costs for larger BMP projects. Reimbursement requests for planning, engineering, and design should include detailed cost estimates.

PROJECT SELECTION AND DESIGN

Contact CRWD at (651) 644-8888 to discuss your interest in a water quality improvement project. CRWD will then provide instructions on the next steps to designing your project and/or applying for a stewardship grant.

For raingarden or shoreline restoration projects, CRWD has partnered with the Ramsey Conservation District (RCD) to provide free design and technical assistance. RCD will complete several components of your grant application: site conditions and design sheet, sketch of site and planting plan, and recommended native planting list. Contact Ryan Johnson of RCD at (651) 266-7275 to set up a pre-design site visit.

APPLICATION SUBMITTAL, REVIEW, AND APPROVAL

For raingarden, green roof, pervious pavement, and rain barrel projects greater than \$200, applicants are required to submit all pertinent information including the completed application form, site plan and BMP design plan, and budget worksheet. If you are seeking a grant for BMP planning and design, please contact CRWD to discuss the required application submittals.

For rain barrel requests (no other BMP project proposed) that are equal to or less than \$200, eligible individuals and groups do not need to fill out a Stewardship Grant application before purchasing the rain barrel(s). To receive reimbursement, you will need to fill out and submit a Stewardship Grant summary report form available on CRWD's website, http://www.capitolregionwd.org/documents/StewardshipGrant_FinalReport_Form.doc, as well as the original receipts and photos of your rain barrels.

Within 15 business days of the submittal of a complete application, CRWD staff will review applications for completeness and make a funding recommendation to CRWD's Administrator for grant requests equal to or less than \$2,000 or to CRWD's Board of Managers for grant requests greater than \$2,000. All final funding decisions are made by the Administrator or Board of Managers. The grant review and approval period is typically four weeks. If a grant is approved, CRWD staff will contact the applicant with further instructions. Grants will be awarded based on available funding. Do not start construction of your project until you receive word that your grant application has been approved - you will not be reimbursed for costs incurred before the project was approved.

All grantees will be required to sign and enter into a Stewardship Grant cooperative agreement with CRWD to ensure satisfactory completion and execution of the project and specific reimbursement requirements. If required by CRWD, a Maintenance Agreement will also be executed prior to starting the project.

Successful applicants must agree to allow CRWD staff on their property to view the project and to participate with CRWD for media coverage of the project. All publications, publicity, and methods or techniques developed as part of the project shall become the property of CRWD for use at its discretion. Projects shall be completed within one calendar year of award.

REPORTING AND REIMBURSEMENT REQUIREMENTS

Upon completion of the project, a brief summary report form must be completed and submitted to CRWD before reimbursement funds can be dispersed. The summary report is available from CRWD's website, www.capitolregionwd.org/sp_grants.html. You must also include the original receipts of expenses (photocopies are not acceptable) and digital or hard copies of photos of the project before, during and after construction. CRWD will review the final report and conduct a site visit of the completed project to determine that the overall project objectives have been met. Reimbursement will be made within 45 days after the final report has been approved.



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Instructions on Applying for Stewardship Grant

1. Select Project Type (e.g. raingarden, educational event, green roof) and contact CRWD at (651) 644-8888. For BMP projects, ask for Anna Eleria, Water Resource Specialist. For education/outreach projects, ask for Elizabeth Beckman, Education and Outreach Coordinator.
2. If your project involves any digging in your yard, contact Gopher State One Call @ 651-454-0002 and ask for a free utility locate for the project area.
3. If your project is a raingarden or shoreline restoration project, contact Ryan Johnson, Native Vegetation Specialist at Ramsey Conservation District, 651-266-7275. He will provide free design, technical assistance and soil testing of your project area. Ryan will complete the following forms that will be part of your Stewardship Grant Application: Site Conditions and Design Sheet, Sketch Plan, Selected Planting Plan, and Planting Sketch Plan.
4. Complete the appropriate budget worksheets. Use the square footage as listed on the Site Conditions and Design Sheet provided by Ryan Johnson to determine your estimated project costs (See Example Budget Worksheets).
5. Complete the forms below and submit via mail to the address above or email to anna@capitolregionwd.org for BMP projects or elizabeth@capitolregionwd.org for education/outreach projects:
 - Completed and Signed Grant Application
 - Completed Budget Worksheet(s)
 - Site Conditions and Design Sheet (provided by RCD for raingarden projects; if applicable to other projects, responsibility of applicant to provide)
 - Selected Planting and Planting Sketch Plan (provided by RCD for raingarden designs; if applicable to other projects, responsibility of applicant to provide)
 - Complete Plan of your project (provided by RCD for raingarden designs; for other projects, responsibility of applicant to provide)

Your grant application must receive approval from Capitol Region Watershed District Administrator or Board of Managers before you begin work or purchase materials.

Do not start construction of your project until you receive word that your grant application has been approved - you will not be reimbursed for costs incurred before the project was approved.

RAINGARDEN BUDGET WORKSHEET

LABOR TABLE (See example budget towards end of this document)

In most cases, labor is considered an in-kind match to CRWD's Stewardship Grant. CRWD requests that you fill out a labor table to quantify your in-kind match. The numbers below are based on rain gardens between 40 and 200 sq. feet, 6 inches deep with plant spacing of 12 inches, 2 inches of soil amendment and 3 inches of mulch. See example forms towards the end of this document.

Task	Time Allotted	Area (Sq. Feet)	Total Hours (minutes divided by 60)	Hourly Rate	Total (\$)
Planning					
Locating site, garden design and infiltration test.	3 minutes/sq. foot of project			\$ 17.50/ hour	
Garden Construction					
Remove Sod	3 minutes/sq. foot of project			\$ 17.50/ hour	
Soil Excavation	3 minutes/sq. foot of project			\$ 17.50/ hour	
Soil Amendment	3 minutes/sq. foot of project			\$ 17.50/ hour	
Planting	3 minutes/sq. foot of project			\$ 17.50/ hour	
Mulching	3 minutes/sq. foot of project			\$ 17.50/ hour	
Weeding	3 minutes/sq. foot of project			\$ 17.50/ hour	

Labor Total =

MATERIALS TABLE

CRWD will fund the following raingarden materials: soil amendments (compost, sand and peat moss mixture), native plants and shrubs, mulch, erosion control blanket, drain tile and swales. CRWD does not fund retaining walls, decorative rocks or any other item that is not essential to the function of the raingarden. Plants and shrubs must equal total square footage of rain garden. (i.e., a 100 sq. ft rain garden can have 80 sq. ft. of perennials and 20 sq. ft. of shrubs). The two plant materials must not exceed the total sq. ft. of your rain garden. See example forms towards the end of this document.

Eligible Raingarden Materials (Please list these materials below)	Unit Cost	Your Sq. Footage	Multiplier	Total (\$)
	\$5.00/sq. foot of project		5.0	

Materials Total =

(A) Labor Total:

(B) Materials Total:

(C) Project Total: (A+B)

(D) 50% of Proj. Total: (C/2)

(E) Grant Request: (The line with the lowest dollar amount B or D)

RAIN BARREL BUDGET WORKSHEET

CRWD typically reimburses up to 50% of the material costs for rain barrels. If you are requesting a grant for rain barrel(s) and other BMPs, please fill out separate worksheets for the rain barrel(s) and other BMPs. If you are requesting financial support for rain barrels only and it is less than \$200, you can purchase your rain barrels without completing a Stewardship Grant Application. You will need to submit original receipts and photos of your rain barrel(s) and complete and submit a Stewardship Grant report form, which is available at

http://www.capitolregionwd.org/documents/StewardshipGrant_FinalReport_Form.doc.

LABOR TABLE

Task	Time Allotted	Number of Workers or Volunteers	Total Hours	Hourly Rate	Total (\$)
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	

Labor Total =

MATERIALS TABLE

Material	Number of Units	Multiplier	Total (\$)

Materials Total =

(A) Labor Total:

(B) Materials Total:

(C) Project Total: (A+B)

(D) 50% of Proj. Total: (C/2)

(E) Grant Request: (The line with the lowest dollar amount B or D)

OTHER PROJECTS BUDGET WORKSHEET (Green Roofs, Pervious Pavement, Education)

LABOR TABLE (See example forms towards end of this document.)

Task	Time Allotted	Number of Workers or Volunteers	Total Hours	Hourly Rate	Total (\$)
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	

Labor Total =

MATERIALS TABLE

Material	Number of Units	Multiplier	Total (\$)

Materials Total =

(A) Labor Total:

(B) Materials Total:

(C) Project Total: (A+B)

(D) 50% of Proj. Total: (C/2)

(E) Grant Request: (The line with the lowest dollar amount B or D)

EXAMPLE FORMS



Capitol Region Watershed District

1410 Energy Park Dr., Suite 4 St. Paul, MN 55108
 Phone: (651) 644-8888 Fax: (651) 644-8894 www.capitolregionwd.org

Conditions and Design Sheet

General Information

Name of Applicant: Ally & Mike Doe

Project Address: 123 Any Street, Anytown, MN 12345

Project Description: 2 Raingardens

Site Conditions

Source of Water: Downspout Calculated Amount of Water: Recarga

How will water enter garden: overland flow

How will water exit garden: constructed overflow

Gopher One Ticket: na Number of Borings: na Location of Borings: na

Recommendations

Size of Raingarden (sqft): 45, 45 Maximum Depth of Raingarden: 6"

Soil Amendment: 6" Raingarden Location: front yard

Distance from House: >10' Planting Plan: included

Comments:
 Ensure not to compact soil during excavation
 Call CRWD or the RCD with any questions

Additional Materials

Material: _____ Material Cost: _____ Subtotal: _____

Material: _____ Material Cost: _____ Subtotal: _____

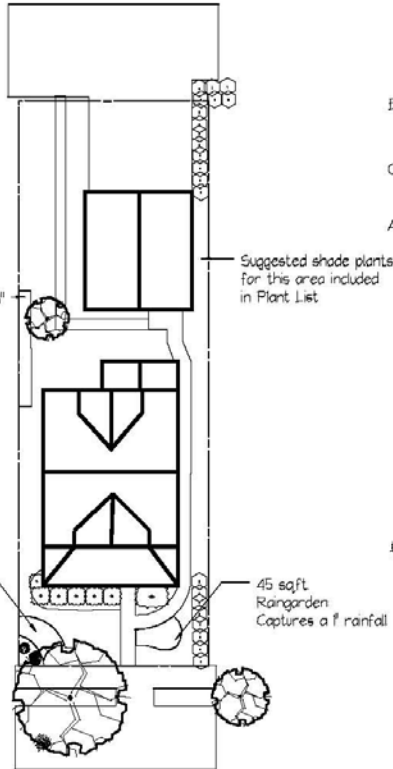
Material: _____ Material Cost: _____ Subtotal: _____

*TOTAL: _____

*The TOTAL of the Additional Materials should be added into the Materials Worksheet as Other.

"Our mission is to protect, manage, and improve the water resources of the Capitol Region Watershed District."

Plan Overview

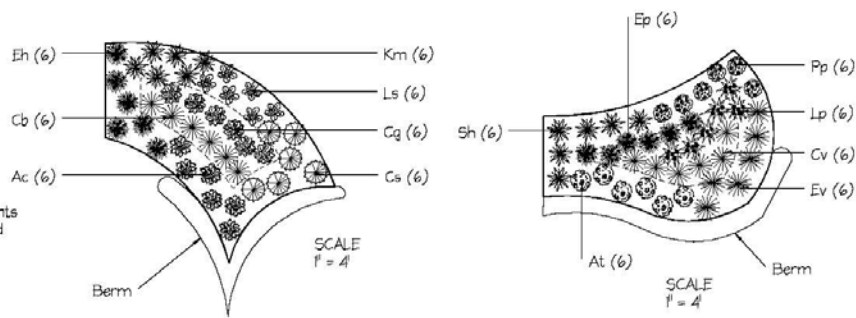


This area could be excavated 2-3' in order to collect water and function as a raingarden. Suggested plants included in the Plant List.

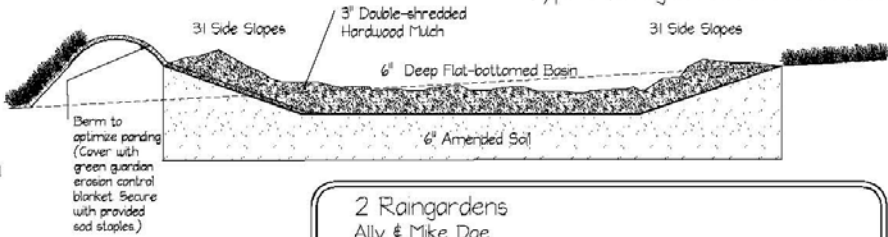
45 sqft Raingarden Captures a 1" rainfall

45 sqft Raingarden Captures a 1" rainfall

Planting Plans



Typical Raingarden Cross-section



<p>2 Raingardens Ally & Mike Doe 123 Any Street client: Anytown, MN 12345</p>		
<p>scale 1" = 20'</p>	<p>date May 26th, 2010</p>	<p>revision First</p>
<p>drawn by Ramsey Conservation District</p>	<p>funded by Capital Region Watershed District</p>	<p>drawing # 1 of 1</p>

Ramsey Conservation District PLANT SCHEDULE

Ally & Mike Doe
123 Any Street
Anytown, MN 12345
2 Raingardens

Total Plants: 90
LF:
SF: 90
Date: 5/26/2010

East Raingarden

Qty:	Key:	Scientific:	Common:	Flower:	Period:	Height:	Spacing:
6	At	<i>Asclepias tuberosa</i>	Butterfly Weed	Orange	June-Sept	12-24"	1' o.c.
6	Cv	<i>Carex vulpinoidea</i>	Fox sedge	Green	May-June	12-36"	1' o.c.
6	Ep	<i>Eleocharis palustris</i>	Spike Rush	Brown	Aug	6-24"	1' o.c.
6	Ev	<i>Elymus virginicus</i>	Virginian Wild Rye	green	June, July	24-48"	1' o.c.
6	Lp	<i>Liatris pycnostachya</i>	Prairie Blazing Star	Purple	July-Sept	24-36"	1' o.c.
6	Pp	<i>Pulsatilla patens</i>	Pasque Flower	Lavender	April-May	6"	1' o.c.
6	Sh	<i>Sporobolus heterolepis</i>	Prairie Dropseed	Green	Aug-Oct	18-36"	1' o.c.

West Raingarden

Qty:	Key:	Scientific:	Common:	Flower:	Period:	Height:	Spacing:
6	Ac	<i>Aquilegia canadensis</i>	Columbine	Red	May-July	24-36"	1' o.c.
6	Cb	<i>Carex bebbii</i>	Bebb's Sedge	Green	May-June	24-36"	1' o.c.
6	Cs	<i>Carex sprengei</i>	Sprengel's Sedge	Green	June-July	12-24"	1' o.c.
6	Cg	<i>Chelone glabra</i>	Turtlehead	White	July-Oct	24-36"	1' o.c.
6	Eh	<i>Elymus hystrix</i>	Bottlebrush Grass	Green	June-July	24-48"	1' o.c.
6	Km	<i>Koeleria macrantha</i>	June Grass	Green	June-July	12-24"	1' o.c.
6	Ls	<i>Lobelia siphilitica</i>	Great Blue Lobelia	Blue	July-Oct	20-30"	1' o.c.

EXAMPLE BUDGET (Raingarden)

The numbers below are based on rain gardens between 40 and 200 sq. feet, 6 inches deep with plant spacing of 12 inches, 2 inches of soil amendment, and 3 inches of mulch.

Labor Worksheet

Estimated Rain Garden Size sq ft. = **75**

Task	Time allotted	Your Sq. Footage	Total hours (minutes divided by 60)	Labor Rate	\$ Total for line item
Planning					
Locating site, garden design, infiltration test and soil borings	3 minutes/sq. foot of project	75	225/60= 3.75 hrs	\$ 17.50/ hour	\$65.63
Garden Construction					
Remove Sod	3 minutes/sq. foot of project	75	225/60= 3.75 hrs	\$ 17.50/ hour	\$65.63
Soil Excavation	3 minutes/sq. foot of project	75	225/60= 3.75 hrs	\$ 17.50/ hour	\$65.63
Soil Amendment	3 minutes/sq. foot of project	75	225/60= 3.75 hrs	\$ 17.50/ hour	\$65.63
Planting	3 minutes/sq. foot of project	75	225/60= 3.75 hrs	\$ 17.50/ hour	\$65.63
Mulching	3 minutes/sq. foot of project	75	225/60= 3.75 hrs	\$ 17.50/ hour	\$65.63
Weeding	3 minutes/sq. foot of project	75	225/60= 3.75 hrs	\$ 17.50/ hour	\$65.63
Other				\$ 17.50/ hour	

Labor Total = \$460

Materials Worksheet

Eligible Materials	Unit Costs	Your Sq. Footage	Multiplier	\$ Total for line item
Soil Amendment, plants, mulch, drain tile	\$5.00/sq. foot of project	75	5.0	\$375.00

Materials Total = \$375

* Plants and Shrubs must equal total square footage of rain garden Example a 100 sq. ft rain garden can have 80 sq. ft. of Perennials and 20 sq. ft. of Shrubs. The two plant materials must not exceed the total sq. ft of your rain garden.

** Unit and hourly labor costs greater than those given above are not eligible for funding.

Gopher One State Call must be contacted at 651-454-0002 prior to any digging on your project.

(A) Labor Total: **\$460**

(B) Materials Total: **\$375**

(C) Project Total: **\$835** (A+B)

(D) 50% of Project Total: **\$417.50** (C/2)

(E) Grant Request: **\$375.00** (The line with the lowest dollar amount B or D)

EXAMPLE BUDGET (Other Projects)

Labor for your project

Estimated Project Size sq ft. = **NA**

Task	Time allotted	Number of Workers or Volunteers needed for task	Total hours	Labor Rate	\$ Total for line item
Organize River Bank Clean - up	20 hrs	2	40	\$ 17.50/ hour	\$700.00
Design Clean - up Posters and Brochures	10 hrs	1	10	\$ 17.50/ hour	\$175.00
Mail out Brochures	2 hrs	1	2	\$ 17.50/ hour	\$35.00
Onsite Organization of Volunteers	4 hrs	2	8	\$ 17.50/ hour	\$140.00
Organization of Trash Disposal	1	1	1	\$ 17.50/ hour	\$17.50
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
				\$ 17.50/ hour	
Other				\$ 17.50/ hour	

Labor Total = \$ 1067.50

Materials for you project

Material	Number of units	Multiplier	\$ Total for line item
Trash Bags	15.00/ Box of 25	5	\$75.00
Clean - up Posters and Brochures	\$300.00/ 100	1	\$300.00
Postage for Brochures	\$37.00/ 100	1	\$37.00
Bus Transportation	\$550.00	1	\$550.00
Trash Disposal	\$100	1	\$100.00
Disposable Gloves	\$50.00	1	\$50.00

Materials Total = \$ 1112.00

Gopher One State Call must be contacted at 651-454-0002 prior to any digging on your project.

(A) Labor Total: **\$1067.50**

(B) Materials Total: **\$1112.00**

(C) Project Total: **\$2179.50** (A+B)

(D) 50% of Project Total: **\$1089.75** (C/2)

(E) Grant Request: **\$1067.50** (The line with the lowest dollar amount B or D)