



Capitol Region Watershed District
 1410 Energy Park Drive, Suite 4
 Saint Paul, MN 55108
 capitolregionwd.org
 p: (651) 644-8888
 f: (651) 644-8894

STEWARDSHIP GRANT APPLICATION

PLEASE SUBMIT FORM AND REQUIRED MATERIALS TO:

Andrew Novak
andrew@capitolregionwd.org

PROJECT PARTICIPANT INFORMATION	
(NAME)	(PROJECT CONTACT - <i>if applicable</i>)
(ADDRESS)	(EMAIL)
(CITY, STATE, ZIP)	(PHONE)

PROPOSED STORMWATER BEST MANAGEMENT PRACTICES (BMP'S)
Using the information provided on your <i>CLEAN WATER PLAN</i> , please complete the fields below to indicate the projects for which you would like design services and move forward into construction.

BMP ID	BMP TYPE	COST ESTIMATE	GRANT ESTIMATE	COST-SHARE ESTIMATE
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
TOTAL				

<input type="checkbox"/>	I am requesting DESIGN SERVICES through CRWD for the selected BMP's. I am aware that public funds will be used to design these practices and it is my intent to contract them when the designs are completed.
--------------------------	---



Capitol Region Watershed District

1410 Energy Park Drive, Suite 4 • Saint Paul, MN 55108

T: (651) 644-8888 • F: (651) 644-8894 • capitolregionwd.org

STEWARDSHIP GRANT POLICIES

Overview

Capitol Region Watershed District (CRWD) covers areas of Saint Paul, Roseville, Falcon Heights, Lauderdale and Maplewood. CRWD is a highly developed urban area with about 42% impervious surfaces like streets, parking lots and buildings. These impervious surfaces have widespread consequences for our streams, rivers and lakes. Rainwater falling on these hard surfaces, carries large amounts of pollution as it flows directly into these shared water resources. As such, CRWD offers technical and financial assistance to encourage private and public landowners to install clean water projects that protect and improve the quality of the Mississippi River as well as lakes and streams within the district. Our Stewardship Grant Program promotes water quality improvement by focusing on the reduction of phosphorous, sediment and the overall volume of stormwater runoff leading to lakes and rivers via the storm sewer system.

Grant Eligibility

CRWD partners with Ramsey Conservation District (RCD) to provide technical and financial assistance to residents, businesses, non - profit organizations and institutions living and/or operating within our defined political boundary. To determine if you are located within our district and eligible to participate in our program, you can contact CRWD at (651) 644 - 8888 or visit our website at www.capitolregionwd.org. At no cost to you, CRWD may provide a site visit and develop a Clean Water Plan that identifies water quality improvement projects for your property. Project information will be made available to help complete projects and reimbursement funding may be available.

Grant Award Calculation

The Stewardship Grant Program focuses on projects that reduce the overall volume of runoff, sediment, phosphorous and other pollutants conveyed to the storm sewer system. These water quality benefits of potential projects will be reviewed by CRWD and RCD staff to determine grant eligibility and potential funding available for reimbursement of estimated project costs. Grant awards are formulated using a performance-based model which calculates the water quality benefit of approved project plans. The higher the amount of runoff treated by the constructed project, the more funding it will receive. A maximum award amount is based on the typical cost for similar projects. CRWD reserves the right to modify these rates on a case-by-case basis. The Stewardship Grant Program has a maximum award amount of \$40,000 per project.

Application

Contact Andrew Novak to begin the application process:

Andrew Novak
andrew@capitolregionwd.org
(651) 644 - 8888

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

A complete application package must be submitted for review to ensure that the project is consistent with CRWD water quality goals. The first step of the application process is to schedule a free site visit with CRWD and RCD staff. CRWD may provide the project design and cost estimate for the project at no cost to grant applicants, or grantees can work with a designer and/or contractor of their own choosing to develop the required materials. Required Application Materials Include:

- 1) Site Visit
- 2) Grant Application
- 3) Approved Project Designs
- 4) Itemized Cost Estimate

Eligible Water Quality Practices & Effective Project Life

Project eligibility will be determined by CRWD and RCD staff. Projects requiring a permit by either CRWD or a city will not be eligible for funding. A project required to correct a violation will not be eligible.

The following is a list of the most common Best Management Practices (BMP) eligible for funding through our grant program, including the required effective life expected for each project. BMPs not listed here will be considered on a case-by-case basis in consultation with CRWD and RCD technical staff. CRWD encourages grantees to maintain publicly funded projects in perpetuity. The "effective life" listed below is the minimum number of years that CRWD requires a project participant to maintain the BMP in exchange for public funding.

<i>Best Management Practice (BMP)</i>	<i>Effective Life -# of years</i>
Raingardens	10
Shoreline / Streambank Restoration - Vegetative	10
Shoreline / Streambank Restoration - Structural	10
Pervious Surfaces (permeable pavement; pervious asphalt; etc.)	10
Critical Area Stabilization (slope stabilization; etc.) - Vegetative	10
Critical Area Stabilization (slope stabilization; etc.) - Structural	10
Rainwater Capture and Reuse	10

Grant Awards

Stewardship Grant awards are allocated based on the water quality benefits provided by each individual stormwater best management practice (BMP) constructed according to approved plans. Projects that capture runoff from streets (such as boulevard curb-cut raingardens), parking lots, or other large impervious surfaces receive higher awards due to their higher water quality benefits. These projects could potentially receive up to 95% of the total project cost in addition to free technical assistance and design services. Projects that have a relatively small impact in reducing stormwater volume and pollutants still qualify for free technical assistance, and in most cases design services, although grant awards will be adjusted accordingly based on performance

Stewardship Grant awards are subject to match requirements. A match equal to at least 5% of the amount of CRWD’s grant, and RCD’s grant if applicable, is required from homeowners, public agencies

and non-profit organizations. A match equal to at least 25% of the amount of CRWD's grant, and RCD's grant if applicable, is required from businesses and other for-profit organizations. Match can be in the form of cash or in-kind labor or materials.

Maximum Grant Award

The grant cap, or maximum grant amount awarded, for any Stewardship Grant Project is \$40,000 unless otherwise authorized by the CRWD Board of Managers. Stewardship Grant awards \$40,000 or less that are consistent with CRWD Stewardship Grant policies may be reviewed and approved by the CRWD Administrator.

Review & Approval of Proposed Projects

Stewardship Grant Applications may be submitted year-round. The application process will be preceded with a visit to the proposed project site by CRWD and/or RCD staff and the development of a Clean Water Plan. Participants will then review the Clean Water Plan and begin the application process with the submittal of the completed Stewardship Grant Application. This will be followed by the design, review of the proposed project plans and development of a cost estimate for the total cost of labor and materials. Construction drawings and cost estimates are typically prepared for project participants free of charge by RCD staff, but applicants may provide plans and estimates prepared by the designer / consultant of their choosing.

Construction plans must include scaled plan drawings, cross-section details and design specifications as per standard design industry conventions and outlined by the CRWD Stewardship Grant Program staff. The cost estimate should be divided into labor costs and material costs for each required task necessary for the construction of the BMP. Proposed plans and cost estimates will be used to procure a minimum of one contractor bid for the cost of labor and materials. All application materials, including plans, estimates and proposed cost will be reviewed and approved by CRWD staff before a Stewardship Grant Agreement will be drafted for execution.

Stewardship Grant Agreements & Amendments

The Stewardship Grant Agreement is a contract that will be executed by CRWD upon approval by the CRWD Administrator. The Agreement will include the approved set of construction drawings, cost estimates, contractor bid(s) and the project Maintenance Agreement. Any amendment to the Stewardship Grant Agreement terms shall be approved by the CRWD Administrator and must be signed by both parties upon mutual agreement.

Operation & Maintenance Agreement

To ensure that the expected operational life of a grant funded BMP is achieved, an Operation and Maintenance Agreement is incorporated into the Stewardship Grant Agreement contract specific to each practice that receives grant funds. Project maintenance is the sole responsibility of the applicant. CRWD will accept any maintenance responsibility. By signing the Stewardship Grant Agreement, the applicant contractually agrees to the terms and conditions of the maintenance agreement attached and incorporated into each contract as Exhibit B.

Grant Payments

Payments are reimbursement based and applicants must have an approved and fully executed Grant Agreement prior to the beginning of work in order to be eligible for reimbursement. After project completion, applicants must submit copies of paid invoices and receipts. CRWD and RCD staff will inspect each project and certify that the project was completed according to the approved construction plans incorporated into each Grant Agreement. All expenses claimed for reimbursement will be reviewed and verified by CRWD staff as eligible, practical and reasonable. CRWD reserves the right to adjust the costs submitted for reimbursement based on the final inspection.

Project Schedule

Project installation must be started and completed by the dates identified in Section 1) of the executed Stewardship Grant Agreement. If the project start date is not met, the contract is automatically terminated upon that date and the applicant will need to reapply for funding. Additionally, applicants must not begin project installation prior to funding approval by CRWD and official notice to proceed following a pre-construction meeting between CRWD, the applicant and the applicant's contractor. Any work completed prior to CRWD approval is not eligible for reimbursement and is done so at the expense of the applicant. CRWD reserves the right to withdraw project funding at its discretion if the project is not completed by the date identified in Section 5) of the Stewardship Grant Agreement unless a written contract amendment to reschedule the work is executed between both parties.

Conformance to Policies

CRWD reserves the right to withdraw funding for any project not completed in accordance with these guidelines or the terms of the executed Stewardship Grant Agreement. It is the applicant's sole responsibility to acquire any or all required permits and approvals prior to commencement of their project, though CRWD may be able to assist with this process. The applicant must have all required permits and approvals prior to start of construction or the project will be considered ineligible for funding.

Public Record

Any information submitted for the Stewardship Grant Program, including but not limited to applications, conceptual designs, construction plan sets, cost estimates, contractor bids, copies of permits and/or proof of expenditure will become part of the public record.