



Capitol Region Watershed District

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Stewardship Grant Program

Guidelines

OVERVIEW

Program Summary

Our mission is to protect, manage and improve the water resources in Capitol Region Watershed District (CRWD). We cannot do this alone! The Stewardship Grant Program provides an opportunity to engage and empower our community by implementing clean water projects that protect the health of the Mississippi River, local lakes, shorelines, and other waterways. The grant provides financial and technical assistance to public and private landowners in the District.

ELIGIBILITY

Applicants

Eligible applicants include residents, non-profits, schools, public agencies, and all other organizations located within Capitol Region Watershed District.

Clean Water Projects

Project eligibility will be determined by CRWD staff. Eligible projects include stormwater best management practices (BMP) that promote clean water. Clean water projects may consist of multiple stormwater BMP(s). Projects not eligible for funding include projects requiring a CRWD permit, projects required to become compliant with local or state ordinances or to resolve legal matters of any kind, and projects that do not meet the minimum grant award.

GRANT AWARD

The minimum grant award is \$300; individual BMP grant awards for a clean water project may be combined to qualify. The maximum grant award for any Stewardship Grant project is \$40,000; unless otherwise authorized by the CRWD Board of Managers. Grant awards less than \$20,000 are reviewed by CRWD staff and approved by the District Administrator. Grant awards equal to or greater than \$20,000 must be approved by CRWD's Board of Managers.

Stewardship Grant awards are subject to match requirements:

- Residential, public agencies and non-profits: match requirement of 5%
- Business and other for-profit organizations: match requirement of 25%
- Match requirement applies to grant eligible expenses

Award Calculation

The Stewardship Grant Program focuses on projects that reduce the overall volume of runoff, sediment, phosphorous and other pollutants conveyed to local water resources. Grant awards are formulated using a performance-based model which calculates the water quality benefit. The greater the benefit provided by a clean water project, the more funding the project will receive.

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Grant Award Bonuses

Grant award bonuses provide additional financial support to clean water projects. Projects must meet the criteria of the bonuses to qualify, and bonuses are automatically calculated into the grant award amount. No additional applications are required.

Focus Area Bonus:

In effort to expand clean water programs and projects in central and eastern portions of the district, CRWD offers a grant award bonus for projects in this area; see [Focus Area Bonus Map](#). In addition, CRWD has adjusted match requirements for those that qualify for this bonus.

- Residential: no match requirement
- Public agencies and non-profits: match requirement of 5%
- Businesses and other for-profit organizations: match requirement of 10%

Visibility/Education Bonus:

CRWD offers a bonus for projects that are accessible and/or visible to the public. This bonus is available to all clean water projects that qualify as determined by CRWD staff.

PROCESS

CRWD partners with Ramsey County Soil & Water Conservation Division (RCSWCD) to offer technical services on clean water projects. Throughout the grant process, grant recipients will work with both a Ramsey County Conservation Design Specialist, as well as the CRWD Stormwater BMP Specialist.

Before You Start a Clean Water Project:

1. Visit the [CRWD Stewardship Grant Website](#) for up-to-date information and to see completed projects.
2. Fill out a [Stewardship Grant Interest Form](#).
3. The Conservation Design Specialist will contact you to schedule a site visit.
4. The Conservation Design Specialist will develop a Clean Water Proposal (CWP) for your project, which may take up to 30 business days to complete from time of site visit. The CWP includes a conceptual design, estimated project cost and estimated grant award.
5. The Stormwater BMP Specialist will send you the CWP along with the Stewardship Grant Application.

Application and Design:

1. Complete and submit the Stewardship Grant Application to the Stormwater BMP Specialist.
2. Once an application is received, the Conservation Design Specialist will develop the construction plan set. This may take up to 30 business days to complete from submission of the application. You may also choose to hire your own design services*.
3. The Stormwater BMP Specialist will send you the construction plan set, materials estimate, and cost estimate.
4. Submit the construction plan set to contractors of your choice. If you choose to build the project yourself, no bids are required.
5. Send bids to CRWD Stormwater BMP Specialist for review.

*Hiring Your Own Design Services

Plans designed by others must be approved by CRWD before they are sent out to bid or constructed. Send completed designs to both the Stormwater BMP Specialist and the Conservation Design Specialist. Construction plans must include:

- Scaled plan drawings
- Cross-section details and design specifications outlined by CRWD

The cost estimate must include:

- Labor cost per BMP, itemized
- Material cost per BMP, itemized

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 Agreement and Other Potential Permits:

1. The Stormwater BMP Specialist will send you the grant agreement.
2. Send signed grant agreement to Stormwater BMP Specialist.
3. A fully executed grant agreement will be sent to you. Do NOT begin construction of your project until you have received the fully executed grant agreement.
4. Obtain required permits per local ordinances.

Pre and Post Construction:

1. Prior to construction schedule a pre-construction meeting with yourself, the Conservation Design Specialist, and your contractor, if applicable.
2. After construction is complete contact the Conservation Design Specialist to schedule a final inspection.
3. Address any issues found during the final inspection.

Grant Reimbursement/Payment:

1. The Conservation Design Specialist will complete and submit the Final Inspection Form to CRWD.
2. The Stormwater BMP Specialist will send you the Reimbursement Form.
3. Complete the form and attach itemized receipt(s) or invoice(s) that show proof of payment.
4. Send completed form and attachments to the Stormwater BMP Specialist.
5. The CRWD staff will review the form per the Stewardship Grant Policies and process reimbursement.

Policies

APPLICATION REQUIREMENTS

Applications for the Stewardship Grant program are accepted year-round. An application must be submitted to CRWD for review. Refer to the Application Guidelines for the pre-application and application process.

MATCH REQUIREMENTS

Grant awards are subject to match requirements. See Guidelines for Grant Awards

APPROVAL

It is CRWD's responsibility, as a local government organization funded by tax dollars, to guarantee program funds are used efficiently. Staff at CRWD will examine application and reimbursement materials to assure cost-effective methods and materials were used to implement projects. CRWD holds the right

to withhold funds or terminate agreements that do not meet design specifications or follow program policies and/or guidelines.

AGREEMENT

The Stewardship Grant Agreement will be executed by CRWD upon approval by the District Administrator. Exhibits to the agreement include the approved construction plan set, cost estimate, contractor bids and maintenance agreement.

Project Schedule

Fully executed Stewardship Grant agreements are valid for 12 months. Clean water projects started before the agreement is fully executed do not qualify for funding; including materials purchased prior to the fully executed agreement. A pre-construction meeting with the grantee and contractor, if applicable, must be completed before construction begins. CRWD reserves the right to withdraw project funding if the project is not completed by the termination date unless a written contract amendment is executed between both parties.

Amendment

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.

CONSTRUCTION MANAGEMENT

It is the sole responsibility of the grantee to manage the construction of the clean water project. Projects must be constructed per the design specifications on the construction plan set attached to the fully executed Stewardship Grant agreement. Projects not constructed to the design specifications may not qualify for grant award reimbursement. Change orders must be approved by CRWD prior to implementation and may not qualify for a grant award funding.

PAYMENT/REIMBURSEMENT

Stewardship Grant awards are issued as a reimbursement after a project has passed final inspection. Reimbursement is issued in the form of a check and will be mailed to the address provided on the application. Allow up to 60 business days to receive reimbursement after the reimbursement form is submitted. Receipts and invoices submitted with the Reimbursement Form must be itemized and show proof of payment prior to reimbursement. All submitted items will be reviewed by CRWD staff for eligibility. CRWD holds the right to withhold, adjust or deny grant awards based on the final inspection.

Eligible expenses are limited to the construction cost of stormwater BMP(s) identified in the construction plan set. This may include tool rental. Ineligible expenses include upcharges, in-kind labor, tool purchases, downspouts or downspout extensions, fencing, turf replacement, irrigation system modifications, asphalt or concrete protection or replacement, etc.

OPERATION AND MAINTENANCE REQUIREMENTS

Grantee operation and maintenance (O&M) is required for all Stewardship Grant awarded clean water projects. The Maintenance Plan is incorporated into the Stewardship Grant Agreement as EXHIBIT B and is the sole responsibility of the grantee. All clean water projects have a minimum 10-year O&M requirement unless otherwise stated in the Stewardship Grant Agreement, and BMP(s) must be installed for the entire life span of the O&M requirement(s). If a grantee relocates, (s)he must inform CRWD of the relocation. It is the grantee's responsibility to ensure they adhere to their municipality's local ordinances, including boulevard plant height ordinances.

CRWD inspects Stewardship Grant clean water projects annually and provides feedback to grantees. Grantees will be notified in advance of an upcoming inspection.

SINAGE

CRWD will be permitted to place reasonable signage on the project property informing the public about the BMP(s) and the CRWD Stewardship Grant Program.

CONFORMANCE TO POLICIES

CRWD reserves the right to withdraw funding for any clean water project not completed in accordance with these policies or the terms of the executed Stewardship Grant Agreement. Any project begun before required permits and approvals are acquired are not eligible for funding.

CONFORMANCE TO LOCAL RULES AND ORDINANCES

It is the applicant's sole responsibility to acquire any or all required permits and approvals prior to commencement of their project. Grantees are required to adhere to local ordinances.

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.

INDEMNIFICATION

CRWD, its employees, Board Members, Citizen Advisory Committee Members or subsidiaries, are not liable for any personal injuries, property damages, violations, fines or legal fees related to the implementation of a clean water project.

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