



Capitol Region Watershed District

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Maintenance Grant Program Guidelines and Policies

1. OVERVIEW

1.1 Program Summary

Our mission is to protect, manage and improve the water resources in Capitol Region Watershed District (CRWD). CRWD offers technical and financial assistance through its grant programs to encourage private and public landowners to install clean water projects including rain gardens, cisterns, underground infiltration, pervious surfaces, and others that protect and improve the quality of water resources within the District.

To ensure ongoing water quality benefit of these clean water projects, grantees agree to maintenance responsibilities for the life of the project, often 10 years or longer. For eligible project applicants, CRWD offers financial assistance towards maintenance activities through its Maintenance Grant program. All grantees regardless of project type or age of project are eligible for technical assistance from CRWD staff.

1.2 Goals

- To ensure ongoing water quality benefit of grant-funded clean water projects for the life of the project
- Set grantees up for success in initial years after project completion when maintenance needs are greater
- Assist grantees with projects that have been difficult to maintain due to capacity or budgeting constraints

2. ELIGIBILITY

2.1 Applicants

The following groups that have completed a clean water project through CRWD's grant programs can apply for a maintenance grant.

- Schools/Universities
- Places of worship
- Non-profits
- Businesses
- Homeowners' associations (HOAs)
- Boulevard curb-cut rain garden grantees
- Shoreline restoration project grantees

At this time, other clean water projects that are on private property and owned by individual homeowners are not eligible for maintenance grant funding.

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

2.2 Project Eligibility

For grant-funded clean water projects, the following activities and materials are eligible for reimbursement on an annual basis for the life of the project. The life of a project can be found in the original grant agreement.

- Routine maintenance work done by a contractor including weeding, sediment removal, plant replacements, erosion repair, and mulching.
- Cost of materials* for grantees doing maintenance work themselves (including tool/equipment rental)
- Cleaning of pervious surfaces (such as pervious pavers or permeable asphalt) by sweeping or vacuuming equipment
- Hydrovac services for underground infiltration systems or pre-treatment structures (such as sumped catch basins or hydrodynamic devices)

* Tool/equipment purchases are not eligible for reimbursement.

Native landscaping projects are not eligible for maintenance grant funding.

3. GRANT AWARD AND MATCHING FUNDS

CRWD will cover 50% of annual maintenance costs, up to \$2,000/year, for the life of the project after its completion. The grantee will be responsible for a minimum of 50% of project maintenance costs.

If the clean water project is in CRWD's Focus Area, CRWD will cover 75% of project costs, up to \$2,000/year for the life for project. The grantee will be responsible for a minimum of 25% of project maintenance costs. Check the [Focus Area Map](#) to see if you qualify

Time spent by grantees doing maintenance work themselves can be included toward the required grantee match as in-kind labor at \$25/hour per person.

The minimum grant award is \$200.

4. FUNDING CYCLE AND TIMELINE

Applications are accepted year-round.

5. PROJECT PERIOD

Any work that occurs before a grant agreement is fully executed is not eligible for grant reimbursement. Reimbursement will be provided on an annual basis for the work completed within the calendar year.

6. PAYMENT SCHEDULE

Reimbursement requests must be received by December 1st of each year. Work done after December 1st can be reimbursed the following year except during the last year of project eligibility. Grantees may submit one reimbursement request per year. The reimbursement request form can be found on the CRWD website or can be requested by emailing grant administrator Rachel Funke, rfunke@capitolregionwd.org

Receipts and/or paid invoices must be received for all items or work completed. Reimbursement forms and copies of receipts and/or paid invoices should be emailed to rfunke@capitolregionwd.org

Reimbursements will be made within 60 days of final CRWD approval.

7. APPLICATION AND ADMINISTRATION

The following are required of all grantees:

- Application
- Signed grant agreement
- Reimbursement requests

8. OPERATION & MAINTENANCE PLAN

To ensure that the water quality objective of the project is met, the grantee shall ensure that the project is fully functional and adequately maintained according to the Operations and Maintenance Plan attached to the original Grant Agreement for the duration of the project's life.

8.1 Maintenance Resources

- CRWD Maintenance Webpage <https://www.capitolregionwd.org/project-maintenance/>
- CRWD Gardening Guide https://www.capitolregionwd.org/wp-content/uploads/2020/09/CRWD-Garden-Guide_Sept2020.pdf
- Blue Thumb <https://bluethumb.org/>
- MN DNR Restore Your Shore Guidance <https://www.dnr.state.mn.us/rys/index.html>

9. PERMITTING

The grantee is responsible for securing and complying with all permits and/or other legal requirements applicable to the work. The applicant must have all required permits and approvals prior to beginning work or the project will be considered ineligible for reimbursement.

10. CONFORMANCE TO POLICIES

CRWD reserves the right to refuse disbursement of funds for the project if it is not completed in accordance with these policies or the terms of the executed Grant Agreement.

11. CONTACT

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