



## Capitol Region Watershed District

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# Clean Water Projects Grant Guidelines and Policies

## 1. 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 Clean Water Projects Grant 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.

## 2. ELIGIBILITY

### 2.1 Applicants

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

### 2.2 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.

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.

## 3. GRANT AWARD

Grant amounts are based primarily on water quality and educational benefits. The estimated cost of construction may not be fully covered by CRWD. The minimum grant award is \$500; individual BMP grant awards for a clean water project may be combined to qualify. The maximum grant award for any Clean Water Project Grant is \$200,000. 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.

Clean water projects demonstrating innovative design concepts that may provide less water quality benefit but provide other substantial community benefits may have additional application and program requirements. CRWD will contact grantees regarding these additional materials, if applicable.

### 3.1 Match Requirements

Grant awards are subject to match requirements. Matching funds are expenses paid by the grantee that are not reimbursed through this grant. Funds are only considered to be match if they are applied towards otherwise grant eligible project expenses. A minimum match amount is required for all projects as defined below:

- Residential, public agencies and non-profits: match requirement of 5%
- Business and other for-profit organizations: match requirement of 25%

### 3.2 Focus Area Match Requirements

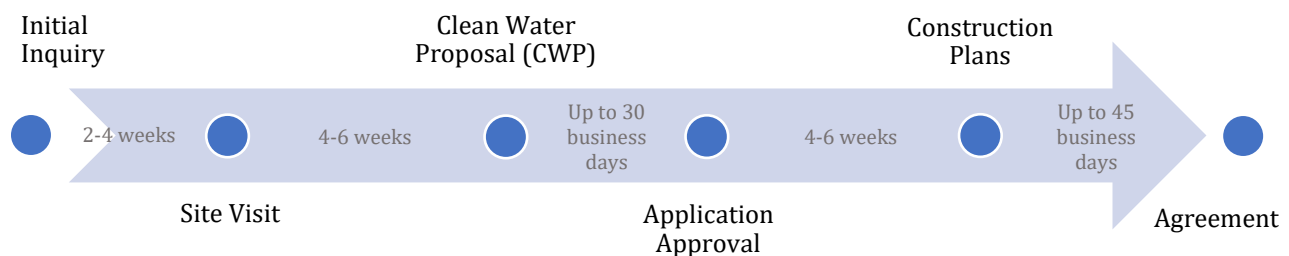
To increase grant projects in the District, funding match requirements in Saint Anthony Hill, Trout Brook, and Phalen creek subwatersheds have been adjusted. Those subwatersheds are a focus area because they have fewer grant projects than other portions of the District and they overlap with communities of historically underrepresented groups, including people of color, immigrants, younger generations, and those living in poverty. Check the [Focus Area Map](#) to see if you qualify.

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

## 4. 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 CRWD and a Ramsey County Conservation Design Specialist. See contact information indicated in section 14.

Grant awards and project planning for Clean Water Projects typically take six-months or more from the initial site visit through project construction but may vary based on demand and staff availability. A typical timeline is as follows:



CRWD manages grant projects through the online Clean Water Project Grant Application Portal. The grant portal will guide you through the Clean Water Project Grant process and keep you on track to complete your project. The grant portal utilizes automated communication. Automated correspondence may be directed to a Spam or Junk folder; check these folders regularly for misdirected emails.

#### **4.1 Initial Inquiry**

1. Fill out a [Clean Water Projects Grant Inquiry Form](#) to schedule a site visit.
2. After the site visit, CRWD will send you a link to the Clean Water Project Grant Application Portal to access your Clean Water Proposal (CWP) and program application that describes the general size and location of the project identified at the site visit. The CWP also includes an estimated project cost and estimated grant award.

#### **4.2 Application and Design**

1. Complete and submit a grant application on the Clean Water Project Grant Application Portal.
2. The Ramsey County Conservation Design Specialist will develop the construction plan set. This process typically takes 4-6 weeks to complete from submission of the application. You may also choose to hire your own design services\*.
3. The construction plan set, materials estimate, and cost estimate will be available for your review on the Clean Water Project Grant Application Portal.

\*Hiring Your Own Design Services:

Plans designed by others must meet CRWD standards for the Clean Water Project Grant Program and be approved by CRWD before they are sent out to bid or constructed. Examples of CRWD Construction Plans can be found on the Clean Water Project Grant Application Portal. Completed designs can be submitted on the Clean Water Project Grant Application Portal and will be reviewed by CRWD and the Ramsey County 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

#### **4.3 Grant Agreement and Other Potential Permits**

1. CRWD will send you the grant agreement with instructions on how to sign electronically. Alternative methods to sign the grant agreement are also available.
2. Review local ordinances and obtain required permits, if applicable.
3. Review the fully executed grant agreement and submit Installer Information on the Clean Water Project Grant Application Portal.

#### **4.4 Pre and Post Construction**

1. Schedule a pre-construction meeting with yourself, the Ramsey County Conservation Design Specialist, and your contractor, if applicable. DO NOT begin construction until a pre-construction meeting has been completed.
2. After construction is complete contact the Ramsey County Conservation Design Specialist to schedule a final inspection.
3. Address any issues found during the final inspection.

#### **4.5 Grant Reimbursement/Payment**

1. CRWD will contact you once the project has passed final inspection to request reimbursement information through the Clean Water Project Grant Application Portal.
2. Complete and submit the Reimbursement Request with itemized receipt(s) or invoice(s) that show proof of payment.
3. CRWD will review the material for compliance with grant policies and process

reimbursement.

4. A reimbursement check will be mailed to grantee within 60 business days of project approval.

## **5. APPLICATION TIMELINE**

Applications for the Clean Water Projects Grant are accepted year-round. An application must be submitted to CRWD for review and approval. Clean water projects cannot start before an application is approved and grant agreement is signed.

## **6. APPROVAL**

It is CRWD's responsibility to ensure 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, grant agreement requirements, or follow program policies and guidelines.

## **7. AGREEMENT**

The grant agreement will be executed by CRWD upon approval by the District Administrator. Exhibits to the agreement include the approved construction plan set, and maintenance requirements.

### **7.1 Project Schedule**

Fully executed grant agreements are valid for 2 years. Clean water project expenses incurred 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.

### **7.2 Amendment**

Any amendment to the grant agreement terms shall be approved by the CRWD Administrator and must be signed by both parties upon mutual agreement.

### **7.3 Maintenance Grant**

Clean water projects eligible for the Maintenance Grant will be identified and enrolled at the time of grant agreement execution. Participation is encouraged but not required to receive a Clean Water Projects Grant. Current Maintenance Grant Guidelines and Policies are located on the [Clean Water Project Maintenance Grants webpage](#).

## **8. 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 grant agreement. Projects not constructed to the design specifications may not qualify for grant reimbursement. Change orders must be approved by CRWD prior to implementation and may not qualify for grant funding.

## **9. PAYMENT/REIMBURSEMENT**

Clean Water Projects 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.

Clean water projects located in the Focus Area are eligible for 50% advancement of grant awarded funds. Applicants interested in advancement of grant awarded funds must contact CRWD for program details. The remainder of the grant funds are issued after final project completion.

## **10. OPERATION AND MAINTENANCE REQUIREMENTS**

Grantee operation and maintenance (O&M) is required for all grant awarded clean water projects. The maintenance plan is incorporated into the 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 grant agreement, and BMP(s) must be installed for the entire life span of the O&M requirement(s).

To ensure program funds are used efficiently, CRWD may require grantees awarded over \$20,000.00 of grant funding to hire a qualified maintenance contractor for the first 3 years after final completion of the project. Routine maintenance during the initial years after project install is crucial to ensure the project is fully functional for its entire life span. Contracted routine maintenance tasks and frequencies will be outlined in the O&M EXHIBIT B of a project's grant agreement. CRWD recommends but does not require receiving two contractor bids to compare prices and sharing the chosen bid with CRWD staff to verify expenses. Contracted maintenance expenses may be eligible for reimbursement through the [Maintenance Grant](#) program. CRWD reserves the right to require additional terms of contracted maintenance if the initial 3-year term was not completed in accordance with the Operation and Maintenance Plan.

CRWD inspects clean water projects and provides feedback to grantees. Grantees will allow CRWD staff access to the property to conduct project inspections. Grantees will be notified in advance of an upcoming inspection.

If a grantee relocates, they must inform CRWD of the relocation.

## **11. PERMITTING AND LEGAL REQUIREMENTS**

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.

It is the grantee's responsibility to ensure they adhere to their municipality's local ordinances such as restrictions to plant height or modifications to the boulevard.

## **12. 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.

## **13. SIGNAGE**

CRWD will be permitted to place reasonable, non-permanent signage on the project property informing the public about the BMP(s) and the CRWD Clean Water Projects Grant Program. In some cases, CRWD may require the grantee to install permanent, educational signage on the project property. In such cases, CRWD approval of sign content and location must be obtained prior to fabrication and installation. CRWD may provide additional funding for design, fabrication, and installation. If applicable, a detailed itemization of funding for signage will be identified in EXHIBIT A of the grant agreement.

## **14. CONTACTS**

### **Capitol Region Watershed District (CRWD)**

**Alexandra Morrison**

Stormwater BMP Technician

Capitol Region Watershed District

651-644-8888 x108

[amorrison@capitolregionwd.org](mailto:amorrison@capitolregionwd.org)

### **Ramsey County**

**Joe Lochner**

Conservation Design Specialist

Ramsey County Soil & Water Division

651-266-7273

[joseph.lochner@co.ramsey.mn.us](mailto:joseph.lochner@co.ramsey.mn.us)