



## Capitol Region Watershed District

595 Aldine Street

Saint Paul, MN 55104

(651) 644-8888 • [capitolregionwd.org](http://capitolregionwd.org)

# 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 projects and applicants, CRWD offers financial assistance towards maintenance activities through its Maintenance Grant program. Technical assistance from CRWD staff is available to all grantees regardless of maintenance grant eligibility, project type, or age of project.

### 1.2 Goals

- 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-profit organizations
- Businesses
- Homeowners' associations (HOAs)
- Boulevard curb-cut rain garden grantees
- Shoreline restoration project grantees

At this time, other clean water projects completed on private property and owned by individual homeowners are not eligible for maintenance grant funding. Projects installed through the Native Landscaping Grant program are not eligible for maintenance grant funding.

## 2.2 Projects

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 professional 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)
- Time spent by paid staff completing maintenance and/or organizing volunteer events as part of their job duties

*\* Tool/equipment purchase is typically not eligible for reimbursement. Exception: some specialty tools may be eligible for reimbursement with CRWD approval, which must be obtained prior to purchase. Contact CRWD maintenance grant coordinator prior to purchase for eligibility.*

## 2.3 Labor

Successful project maintenance requires time and labor. Depending on who completes the work, labor can be included as either a reimbursable actual expense or can be credited towards the maintenance value.

See below for details:

- Work that is completed by a hired professional contractor is considered a reimbursable actual expense.
- If you are part of an organization with paid staff that will be conducting maintenance as part of their job duties, their time spent maintaining the project and/or organizing volunteer events is considered a reimbursable expense.
- Grantee and volunteer labor hours are not a directly reimbursable expense but can be credited towards maintenance value at \$25/hour/person to reduce the grantee's overall financial contribution

See below table for a summary of labor eligibility and documentation needed for each category.

Labor Category	Example	Eligibility	Documentation Needed
Professional Contracted Work	Professional landscaper hired to weed and plant	Reimbursable expense	Paid invoices or receipts
Paid Staff Time	Teachers, maintenance staff, event organizers	Reimbursable expense	Log showing hourly rate, number of hours, dates, and work completed.

Grantee and Volunteer Time	Grantees, volunteers, friends, family members doing work on their own projects	Can be credited towards the maintenance value at \$25/person/hour	Log showing hourly rate (\$25/hour), number of volunteers, number of hours, dates, and work completed.
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### 3. GRANT AWARD

CRWD will reimburse 50% of eligible annual maintenance value, up to \$2,000 per 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 eligible annual maintenance value, up to \$2,000 per year, for the life for project. The grantee will be responsible for a minimum of 25% of maintenance costs. Check the [Focus Area Map](#) to see if you qualify.

Reimbursement amount cannot exceed actual project maintenance costs for the year.

The minimum grant amount is \$200 per year. The maximum grant amount is \$2,000 per year.

### 4. FUNDING CYCLE AND TIMELINE

Grant projects that were approved in 2022 or later are automatically enrolled in the maintenance grant program if eligible. Grantees with projects approved before 2022 should contact CRWD to enroll in the program.

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.

### 5. 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.

Reimbursement checks will be mailed within 60 days of final CRWD approval.

#### 5.1 Documentation

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 the CRWD maintenance grant contact listed at the end of this document.

Receipts and/or paid invoices must be received for all items or work completed.

If grantees are including paid staff time or grantee/volunteer labor, documentation should be shared showing dates, number of staff or volunteers, hourly rate, and work completed. See section 2.3 above for more information.

All reimbursement materials can be emailed to the maintenance grant contact listed at the end of this document.

## 6. OPERATION & MAINTENANCE PLAN

To ensure the water quality objective of the project is met, the grantee shall ensure 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.

### 6.1 Maintenance Resources

- CRWD Maintenance Webpage <https://www.capitolregionwd.org/project-maintenance/>
- CRWD Gardening Guide [https://www.capitolregionwd.org/wp-content/uploads/2023/11/CRWD\\_GardenGuide\\_2023rev.pdf](https://www.capitolregionwd.org/wp-content/uploads/2023/11/CRWD_GardenGuide_2023rev.pdf)
- Blue Thumb <https://bluethumb.org/>
- MN DNR Restore Your Shore Guidance <https://www.dnr.state.mn.us/rys/index.html>

## 7. 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.

## 8. 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.

## 9. CONTACT

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