



Capitol Region Watershed District

595 Aldine Street

Saint Paul, MN 55104

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Planning Grant Guidelines and Policies

1. OVERVIEW

1.1 Program Summary

Capitol Region Watershed District (CRWD) Water Quality Planning Grants provide financial assistance for feasibility and design of cost-effective and/or innovative projects that protect and improve the water quality of waterbodies within CRWD. Typical projects funded through this program include feasibility studies and engineering services to identify, prioritize, and design clean water projects that include benefits to natural resources. Implementation/construction of projects identified during planning may be eligible for additional grant funding through the [Clean Water Project grant program](#).

1.2 Goals

- Identify innovative, cost-effective solutions for protecting and improving water quality of CRWD lakes, streams, and wetlands, and the Mississippi River.
- Develop designs, including preliminary and final plans, for water quality improvement projects.
- Improve our understanding of best practices to protect and improve local water resources.
- Build capacity for partners to accelerate on-the-ground projects that protect and improve water quality.
- Foster stewardship of CRWD water resources from residents, businesses, schools, community groups and others who live, work or serve within CRWD.
- Support projects that further CRWD's equity goal of implementing water quality improvement projects in underserved areas.

2. ELIGIBILITY

2.1 Applicant Eligibility

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

2.2 Project Eligibility

Eligible projects may include:

- Feasibility studies that identify, evaluate and prioritize project opportunities that may address stormwater or other water-resource-related issues

- Professional design of cost-effective and/or innovative projects with construction costs anticipated to exceed \$40,000 including: stormwater BMPs, erosion stabilization, shoreline restoration, and habitat improvement

Projects must be located within CRWD and must include identification of public educational opportunities. Projects required to meet regulations are not eligible, but projects may be eligible for partial funding of design costs attributed to water quality benefit above-and-beyond regulatory requirements.

3. GRANT AWARD

3.1 Funding and Application Timeline

Applications for planning grants are accepted year-round. Typical annual funding available is \$50,000 - \$100,000. The average grant award is \$10,000 - \$20,000. There is no set maximum or minimum grant award.

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.

3.2 Cost–Share

The Planning Grant program can reimburse a percentage of eligible project costs, up to the amount of the grant award. Expenses exceeding the grant award amount are the responsibility of the grantee. Minimum cost-share amounts are listed below:

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

3.3 Focus Area Cost–Share

To increase engagement and project implementation in portions of the District, minimum cost-share amounts in Saint Anthony Hill, Trout Brook, and Phalen creek subwatersheds have been adjusted. Check the [Focus Area Map](#) to see if you qualify.

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

4. PROCESS

Throughout the process, grantees will work with CRWD's Planning Grant Program Coordinator (contact information at end of document).

4.1 Application

Applications are open year-round. Planning Grant applications can be obtained by contacting the Planning Grant Program Coordinator. Submit application via email.

4.2 Evaluation/Approval

Application will be evaluated by staff using the criteria in section 5, below. Grant awards over \$20,000 will require approval by CRWD's Board of Managers.

4.3 Grant Agreement

CRWD will send you a grant agreement with instructions on how to sign electronically. Alternative methods to sign the grant agreement are also available. Any work that occurs before a grant agreement is fully executed is not eligible for grant reimbursement but may be counted toward the grantee's cost-share requirement and should be included in the application. All grant projects must be completed by the date identified in the grant agreement, typically one year after the grant is awarded.

4.4 Planning and Deliverables

During project planning, include CRWD in key planning meetings and provide periodic updates during the design process. Updates shall provide information on project status, draft and final deliverables, project meeting summaries and other relevant work products for the project. When feasibility study or engineering is complete, grantees should obtain written approval from CRWD that the final deliverable meets the intent of the grant program prior to requesting reimbursement.

4.5 Grant Reimbursement

Grant awards are issued as a reimbursement after expenses have been paid, and deliverables have been received and approved by CRWD staff. Reimbursement is issued in the form of a check and will be mailed to the address provided on the application. Grantees are required to provide CRWD with proof of payments and final project report. Reimbursements will be made within 60 days of final CRWD approval.

5. Evaluation

Water Quality Planning Grant applications will be evaluated on the following 4 criteria:

1. Potential Water Resource Management effectiveness and efficiency (40 points)
 - a. Water quality benefit: The project site has potential for a cost-effective water quality improvement project (25 points)
 - b. Other natural resource benefit: The project addresses another environmental issue (habitat, erosion, urban heat island etc.) (10 points)
 - c. Watershed Management Plan: The project directly addresses issues and goals identified in CRWD's [Watershed Management Plan](#) (5 points)
2. Education and Demonstration Potential (25 points)
 - a. Located in an area highly visible/accessible to the public (15 points)
 - b. Located in CRWD's [Focus Area](#) (10 points)
3. Innovation Potential (25 points)
 - a. Potential for innovative projects or approach already identified (10 points)
 - b. One of the first projects of its kind within CRWD (10 points)

- c. Likelihood of future acceptance and implementation (5 points)
- 4. Project Readiness (10 points)
 - a. Planning project is well-defined and likely to be completed on schedule (5 points)
 - b. Planning project likely to result in a future physical project or other action (5 points)

Evaluation Criteria	Possible Points
Potential Water Resource Management Effectiveness	40
Education and Demonstration	25
Innovation Potential	25
Project Readiness	10
TOTAL	100

6. 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 Grant Agreement.

7. PUBLIC PROMOTION/ACCESS

Grant recipients shall recognize CRWD as a project partner on any public promotion including but not limited to press releases, pamphlets, websites, and permanent signage.

The Grantee will allow CRWD access to the site for periodic inspections, site visits, and public tours.

8. CONTACTS

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