

# Watershed Stewardship Grant 2022 Program Policies

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## Program Summary

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*The mission of the Watershed District is to protect, manage, and restore the water resources in its boundaries. However, we can't do this work alone. We need an informed and empowered community to help create meaningful change. The Watershed Stewardship Grant Program exists to help grow and support that community.*

The Watershed Stewardship Grant program offers financial support and resources for clean water projects to residents and organizations within the Riley Purgatory Bluff Creek Watershed District (RPBCWD or the District). Project examples include raingardens, native plant buffers, wetland restorations, rainwater reuse systems, erosion control, or tree trenches.

The Watershed Stewardship Grant program funds projects that

- Have quantifiable benefits to water quality, habitat, and/or flood reduction
- Support the Watershed District's 10-Year Plan goals

**Application deadline:** Applications must be received no later than October 31 of the year to be considered for funding of that year. Applications received after this date may be considered for the next year's funding cycle.

**Project installation:** Grantees have one year to complete their projects. If unforeseen circumstances delay a project, the participant may request an extension in writing.

**Grant payment:** Grants funds are distributed in the form of a reimbursement after the project has been installed and reporting requirements have been met.

## Who May Apply?

All applicants must be the **property owner** or authorized representative of property owner. Eligible applicant categories include:

- Individual homeowners (must live within the watershed district)
- Non-profits (including home, townhome, and lake associations)
- Schools
- Businesses
- Local government

## How Much are Grants?

These are cost-share grants. This means the grantee covers part of the project cost, and the watershed district covers part of the project cost (through reimbursement to grantee).

**Through this grant program, the District typically offers a 25% to 75% project cost-share award for eligible projects.** Some projects may be offered less than 25% if they qualify for the

program but provide little actual benefit toward District goals. The offered award will be based on how well the project aligns with District goals. (See “Evaluation of Application” for more info.)

### Maximum Award Based on Applicant Category

Applicant Category	MAXIMUM AWARD*	NOT-TO-EXCEED AMOUNT
	Percentage of project cost	Maximum dollar amount
Homeowner	75%	\$5,000
Non-profit	75%	\$20,000
Gov/school/business	50%	\$50,000
* <b>The maximum award is not offered for all projects.</b> The award offered to an applicant will be based on benefit of the project to the watershed and how well the project meets District goals.		

The applicant is eligible for up to the maximum award per year. This means one application may include more than one practice (ex: a raingarden and a cistern), or the applicant may apply for two separate projects in one year, but the total amount they are awarded may not exceed the maximum listed above.

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Key message: Grant award decision is based on project’s benefit to watershed.

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### Maintenance Funds Available for Some Projects

A native habitat restoration (includes shorelines) project may qualify for additional grant funds for three years of professional maintenance following project installation. **Only applicants in the homeowner or non-profit categories are eligible.** The professional performing the maintenance must have demonstrated experience managing native habitats.

Eligibility for professional maintenance funds will be determined by the grant program coordinator. At minimum, the restoration project must:

1. Have a strong native habitat restoration component including addition of native plants. Examples of native habitats: prairie, oak savanna, forest, wetland, and natural shoreline.
2. Have a project size of at least 2,500 square feet (for most projects). For natural shorelines, availability of maintenance funds will be evaluated based on length and width of shoreline restoration.

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Key message: Maintenance in the first three years of habitat restoration is essential for success.

For some projects, we offer funds to support professional maintenance.

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The amount of the professional maintenance funds will be based on a percentage (up to 30%) of the base grant award. The maximum reimbursement for professional maintenance per year will be 75% of eligible maintenance costs for that year. Reimbursement for professional maintenance will occur once per year after the prescribed maintenance has occurred and receipts have been submitted.

For example, an eligible restoration project awarded a 75% cost-share grant with a not-to-exceed value of \$5,000 may be eligible for up to an additional 30% of the grant value (\$5,000) to be used

toward professional maintenance over three years. That means, in this example, up to an additional \$1,500 in total may be used toward three years of professional maintenance after installation. The amount must be divided over three years. How the amount is split amount the three years will be determined by the grant coordinator based on project scope and estimated professional maintenance costs.

## What Projects are Eligible?

The Watershed Stewardship Grants fund physical water resource improvement and protection projects that have quantifiable benefits to water quality, habitat, and/ or flooding. These projects are known as best management practices (BMPs). Projects with a greater benefit to water quality or those that achieve multiple District goals will be considered for greater cost-share awards. **All projects must take place within the watershed district boundary on property owned by the individuals or organization.**

### Project Examples

#### Stormwater infiltration & filtration

- Turfgrass alternatives
- Raingardens
- Vegetated swales
- Tree trenches
- Pervious pavers
- Underground storage
- Pretreatment

#### Water pollution reduction

- Road salt pretreatment equipment or retrofit
- Alternatives to lawn grass that minimize/avoid the use of fertilizer and herbicide

#### Rainwater harvesting (reduce stormwater runoff through capture and reuse)

- Cisterns
- Rain barrels

#### Habitat restoration (priority given to restoration of aquatic habitats)

- Native plant buffer for waterbodies
- Shoreline restoration
- Streambank restoration
- Wetland restoration
- Woodland restoration
- Conversion of turfgrass to native plants and/or bee lawn

**\*\* See project-specific eligibility requirements in the appendix for more information. \*\***

### Non-eligible Projects or Components

- Projects on property that you or your organization DO NOT OWN: The program does not fund projects that are not on your property. For example, if you have a city-owned pond in your backyard, grant funds are not available for you to do work on that pond. Always reach out to property owners before performing any work.

- **Water conservation:** The grant program does not fund projects that have a primary goal of drinking water conservation, for example high efficiency washers, low-flow toilets, or smart irrigation controllers/sensors. For funding assistance with these projects, check with your city and/or county.
- **Invasive species removals:** Projects that solely remove invasive species (e. g. buckthorn) do not qualify by themselves for the grant program. However, invasive species removal as part of a habitat restoration project will be considered.
- **Permit-required work:** If you are doing work that is required as part of a permit from the watershed district, you cannot use any grant funds (from the District or other organization) for this work. *Exceptions:* vegetated shoreline stabilization with native plants; work that goes above and beyond basic permit requirements.
- **Aesthetic or decorative elements:** Stepping stones, bird baths, fountains, and other elements not essential to project function do not qualify for grant reimbursement.
- **Expenses from before project is approved:** Expenses incurred prior to project approval are not reimbursable (in other words, do not get started until you have signed the grant agreement). An exception is design costs: If you pay a designer to create a plan for you, you can include that in your application estimate and reimbursement request.

## Part 1: Application Process

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### Schedule a Site Visit

The first step in the application process is to schedule a site visit. A District representative will visit your property to meet with you and discuss your project idea. After this site visit, you may proceed with the grant application.

### Plan Your Project Carefully

Grant awards are based on your proposed project plan and estimated costs. If the completed project cost is higher than your estimate, your grant award will not be adjusted. You will have to either adjust your plan to compensate or be willing to cover the extra cost yourself.

Any significant adjustments to your project plan after your grant agreement is in place, must be pre-approved by the grant coordinator. If the final project differs significantly from the project plan, you may no longer be eligible for grant reimbursement.

### Responsibility to Our Community

As a local government organization, funded by taxpayer dollars, it is the responsibility of the Watershed District to ensure program funds are used effectively. Therefore, applications are closely evaluated for use of cost-effective methods and materials.

## Application Components

1. **Application form:** Link to form is on the Watershed Stewardship Grant Program webpage
2. **Project map:** *Where on the property will the project be located?* In some cases, it may be sufficient to provide this information with the project design instead of a separate map.
3. **Project design:** Provide a sketch of your project design with details such as
  - a. Project features and location
  - b. Planting plan (species, locations, and quantities)
  - c. Size reference
4. **Photographs:** Provide two or more photos of project area as it looks before project installation.
5. **Detailed cost estimate:** If you're hiring a professional to do the work, provide their quote. If you plan to build the project yourself, provide itemized costs and in-kind contributions.
  - a. Detailed quote of services from professional business
  - b. Itemized costs of purchased materials and/or equipment rentals
  - c. In-kind contributions related to project construction (See "In-kind Contributions" below for more information)
    - In-kind labor: Provide estimated number of hours for each person
    - In-kind materials: Provide list and approximate value of materials
6. **Plant list:** If your project includes plants, we need details. This info will help us evaluate if your plant selections are appropriate for the site.
  - a. Quantity and size: How many plants of each species? What size are the plants (plug, pot size, etc.)? If seeds, what is the seeding rate you plan to use?
  - b. Scientific names: Common plant names vary widely so we need scientific names. For native habitat projects, you may use only the natural (wild) forms of native plants (in other words, no cultivated varieties). Seeding mixes also require scientific names.
  - c. Plant grower/nursery: Who grew the plants or seeds? Note that this may be different from the seller (place of purchase).



**IMPORTANT:** For native habitat restorations, shoreline restoration projects, and native plantings/gardens, ONLY NATIVE plants/seeds in their natural form (wild, non-cultivated variety) may be used.

**What is a native plant?** The District defines native plants as native to the region between central Minnesota and central Iowa.

**Cultivars often have an extra name.** Look for native plants WITHOUT a variety name. Butterfly Milkweed (*Asclepias tuberosa*) is a native plant, but 'Hello Yellow' Butterfly Milkweed (*Asclepias tuberosa* 'Hello Yellow') is a cultivar.

## In-kind Contributions

If a grantee plans to install a project themselves, in-kind contributions of materials and labor may count, within reason, toward total project cost. These in-kind contributions will be counted toward the grantee's share of project costs. For in-kind labor, hours will be credited at **\$15.00 per hour for unskilled labor**. For skilled labor (person has professional skills/training/experience relevant to the project), a credit of \$25.00 per hour may be used for in-kind labor if approved in advance by the grant program coordinator.

However, grantees will not be allowed to earn actual money from their in-kind contributions. In other words, the value of 20 hours of sweat equity may be counted toward total project cost, but you will not actually be paid ("get cash back") for your labor.

**Exception:** Minnesota Water Stewards, Master Gardeners, and Master Naturalists may not credit in-kind labor toward total project cost if they are using the project to accumulate volunteer hours for one of these programs.

## Public Data

All information, including but not limited to applications, conceptual designs, contractor bids, cost estimates, final decisions and specifications, copies of permits and proof of expenditures is subject to disclosure to the public when submitted to the District, except where specifically protected as non-public by state law. Bottom line: Your application is public data.

## Evaluation of Application

Applications are screened by the grant coordinator to make sure they meet minimum program requirements and include required information; the coordinator will ask applicant for more information if anything is missing. The permit coordinator will also review to see if a permit is needed. Highly technical or complicated projects may be referred to the Watershed District's consulting engineer for review and recommendation.

After screening, applications are forwarded for evaluation by the full grant review committee, which includes the grant coordinator, technical advisor, and subcommittee from the Citizen Advisory Committee. The group meets about once a month to evaluate applications and make funding recommendations. Evaluation sheets used by the committee are available upon request.

Complete applications are evaluated in the order they are received. Incomplete applications are placed on hold until applicant provides requested information. The amount of time it takes to evaluate an application depends upon the number of applications received,

## Grant Program Goals

Projects must demonstrate an improvement over existing conditions for water quality, natural habitat, and/or flood reduction. Projects that minimize impacts rather than improve existing

conditions may receive funding up to the difference between the cost of the BMP and the traditional approach.

In general, the Watershed Stewardship Grant program funds projects that:

- Have quantifiable benefits to water quality, habitat, or flood reduction
- Support the District's 10-Year Plan goals

Projects are also evaluated on whether they:

- Produce examples that the District can share with others
- Increase awareness of water resource issues
- Increase visibility and general knowledge of clean water projects
- Build community connection through shared actions for clean water

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Key message: Applications are evaluated on how well they meet program goals.

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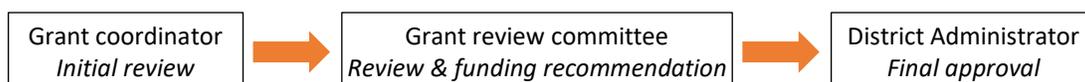
**Some types of projects have specific requirements. See appendix for more information.** For example, habitat restoration projects require the use of native plants. However, rain garden projects do not require native plants (though they are encouraged) but plants must be appropriate for site conditions (sunlight exposure, soil moisture, etc.).

## Grant Agreement Approval Process

Once the grant review committee has a funding recommendation, a grant agreement is drafted and sent for approval. The level of approval for a grant agreement depends on the amount of the not-to-exceed value listed in the grant agreement.

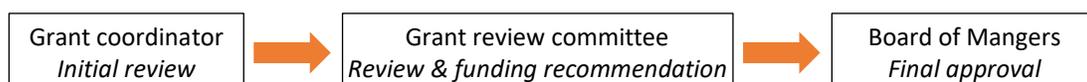
### Review for grant agreement LESS THAN \$10,000

The grant review committee make recommendations about project funding. If the recommendation is for a grant award less than \$10,000, it will be forwarded to the District Administrator for review/approval.



### Review for grant agreement MORE THAN \$10,000

If a recommendation is for a grant award of \$10,000 or greater, the recommendation will be brought to the District Board of Managers for consideration at one of their regular monthly meetings. If Managers approve the recommendation, the District Administrator may move forward with awarding the grant.



## Review for grant agreement greater than \$20,000

If a recommendation is for a grant award of \$20,000 or greater, the recommendation will be presented at a Public Hearing separately or as part of a meeting of District Board of Managers. The Mangers will consider public input from the hearing as part of their decision. If approved, the District Administrator may move forward with awarding the grant.



## Permit Review

If the District determines your project triggers a watershed district rule, you will need to apply for a permit. However, the permit fee will be waived, and District staff will work with the applicant on the permit process.

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Key message: If you end up needing to apply for a permit for a grant-funded project, the permit fee will likely be waived.

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Examples of actions that may trigger a rule (this is not the full list):

- Work within a designated wetland
- Work below the ordinary high-water line of a waterbody (e. g. shoreline work)
- Dredging or removing sediment of 1 cubic yard or more from the beds, banks or shores of any public waterbody by any means

**Read the full list of watershed district rules at [rpbcd.org/permits](http://rpbcd.org/permits)**

If you are doing work that is required as part of a permit from the watershed district, you cannot use any grant funds (from the District or other organization) for this work. One exception is a vegetated shoreline stabilization with native plants.

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Key message: Grant money can't be used for a project that you must do.

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**However, grants may be used for projects, or parts of projects, that go above and beyond permit requirements.** (Example: A permit requires you to put in a 15-foot buffer along a waterbody, but you decide you would like to do a 25-foot buffer. You may apply for funding for the extra 10 feet but not the initial 15 feet).

## Grant Agreement

Program participants enter into a binding agreement with the District providing the terms under which cost-share funding is provided. After approval of the project, the agreement is signed by participant(s) and the District Administrator. Amendment of any of the terms of the agreement will be by mutual agreement signed by all parties to the original contract.

The agreement includes, but is not limited to, promoting and acknowledging District sponsorship, reporting, payment schedule, terms of agreement and use of funds, cost overruns, and cancellation. The agreement also allows the District access to the project area for evaluation and promotion.

## Part 2: Build Your Project

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### Stick with the Plan

The District will not reimburse costs expended for construction of the project that does not substantially conform to the approved plans, designs, and/or specifications as shown in the grant agreement. Also, the District will not reimburse costs expended for partial completion of the project. However, District staff will work in earnest with participants to address unexpected conditions, changes in conditions or other eventualities that affect the construction or implementation of a project and will present a modification of the cost-share agreement to the Administrator or Board of Managers when necessary.

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Key message: To be reimbursed, you need to build what  
you agreed to build as stated in your grant agreement.

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### Reimbursable Project Costs

The following will be considered as reimbursable project costs if you include them in your project scope (plan):

- Materials and professional labor listed in the project scope as shown in your grant agreement
- Equipment rental fees
- You may consider state and local taxes from project materials/services within your total project cost.

- In-kind materials or labor (“elbow grease hours”) contributed by you or members of your household/organization that are essential to project success (provide an estimate of these with your application)
- Contractor project consulting or design fee (within reason) incurred BEFORE or AFTER your grant agreement is in place

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Key message: Build your project the way you said you’d build it in the grant agreement. If you don’t, we may not reimburse you for the project.

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## Non-reimbursable Project Costs

The following are not eligible project costs:

- **Expenses for activities started or purchases made BEFORE your grant agreement is in place.** In other words, do not begin your project until you have an executed grant agreement (an executed grant agreement has been fully signed by all property owners and the District administrator). Exception: Some contractors require a consultation or design fee in advance of beginning a project, and this fee may be counted toward total project cost.
- **Expenses not part of your original scope of work** will not count toward reimbursable cost. In other words, if you decide to expand your project, the expansions are not eligible project costs. If during installation you need to adjust your scope of work, reach out in advance to the grant program coordinator to see what adjustments may be made.
- **Purely decorative or aesthetic elements** such as bird baths, fountains, and stepping stones do not count toward reimbursable costs.
- **Landscape edging may be ineligible** for reimbursement unless pre-approved as part of project design. Including edging in a project without pre-approval may void your grant agreement if it interferes with project function such as collection of stormwater runoff.
- **Costs above the original estimated project total.** A grant agreement includes a percent cost-share award and a not-to-exceed amount. The not-to-exceed amount is calculated from multiplying your percent cost-share award and estimated total project cost. If you underestimate the cost of your project, you will need to scale back if you want to stay within your not-to-exceed amount or be prepared to cover that additional cost. If scaling back means significant change to your project plan, your project may no longer meet grant requirements. Please discuss plans to scale back in advance with the grant program coordinator.

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Key message: If you’re unsure a cost is reimbursable, reach out to the grant coordinator.

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## Project Construction Timeframe

Project installation must be completed within one year of the grant agreement execution (all parties has signed grant agreement). If unforeseen circumstances delay a project, the grantee may request a time extension in writing to the grant coordinator.

## Part 3: Reimbursement Process

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Reimbursement is made after completion of the project and reporting requirements have been met. The participant must document completion and have it confirmed by site inspection from a District representative. Applicants must provide copies of paid invoices and receipts for all costs and reasonable documentation of labor hours contributed. Claimed expenses will be verified by the District.

### Site visit

A site inspection to confirm proper installation of project must also be performed before reimbursement may proceed. The grantee should reach out to the grant coordinator (or other designated person) to schedule this inspection when the project is nearing completion.

### Reporting requirements

Within 30 days of project completion, the grantee must submit a project report that includes the following:

- Completed report form: A link to the online form is located on the grant webpage
- Proof of purchases: Itemized receipts and/or paid invoices for project costs
- Photos: Two or more good quality photographs of completed project
- Other: Other documentation such as list of in-kind contributions

### Reimbursement request

After successful project inspection and completion by grantee of their reporting requirements, the grant coordinator will submit a reimbursement request. All financial requests must go before the District Board of Managers at one of their monthly meetings. The final step in reimbursement is printing and mailing of a reimbursement check to the grantee. The grantee may request to pick up the check in person at the District office during business hours.

### Reimbursement calculation

Final reimbursement amounts are calculated by multiplying the percent award (such as 50%) by the total final project cost, up to the not-to-exceed value provided in the grant agreement. A not-to-exceed value limits the reimbursable amount and helps keep staff within program budget.

If the final project cost is less than the approved project estimate (you came in under budget), the reimbursement will be the applicable percentage of that final cost. However, if the final project cost is greater than the approved project estimate (you went over budget), the reimbursement remains the applicable percentage of the estimated cost and overage is your responsibility.

EXAMPLE: You were awarded a 50% cost share grant of with an approved project estimate cost of \$4,000. The cost share not-to-exceed value on your grant agreement is \$2,000.

Scenario #1: Your final project cost came in **under budget** at \$3,800. Your reimbursement will be **50% of the final cost** of \$3,800. Your grant reimbursement will be \$1,900.

Scenario #2: Your final project cost came in **over budget** at \$4,600. Your reimbursement will be **50% of the estimated cost** of \$4,000. Your grant reimbursement will be \$2,000.

## Part 4: Obligations after Project Installation

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### Maintenance Requirements

Maintenance of the project is the responsibility of the grant recipient. Local government, school districts, businesses, and non-profits are required to maintain their projects for 10 years. Homeowners are expected to maintain their projects for 5 years.

Homeowners and local government sign a maintenance schedule as a part of the funding agreement. Businesses and non-profits may be asked to record a maintenance declaration on the deed to their property. RPBCWD reserves the right to request repayment of a grant if the project is not adequately maintained.

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Key message: You need to take care of your project after it's installed.

If you don't, we can ask you to return the grant money.

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If you have been offered professional maintenance funds as part of your grant agreement, you will need to submit receipts on an annual basis (this may be included with annual reporting requirements below). Reimbursement will not occur until the professional maintenance for the year has occurred and been verified.

### Annual Reporting Requirements

As part of your grant agreement, you may be asked once a year to submit an online form to update us about your project during your required maintenance period. Information you'll be asked to provide includes:

- General update of project
- Maintenance or inspection activities that have occurred
- Current photographs of project

This form also offers an opportunity for you to ask us questions or bring up any concerns you have. An email reminder will be sent with a link to the annual reporting form. If we don't hear from you or have concerns, we will reach out by phone and/or stop by the property.

In addition, a District representative may visit your property to inspect the project. The conditions for the visits will be outlined in the grant agreement. If entering your property, we will notify you by knocking on your door or leaving a note or follow up with an email or phone call if warranted.

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Key message: You need to check in once a year after your project has been installed for the number of years outlined in your grant agreement.

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## Appendix A: Project-specific eligibility requirements

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Types of projects differ greatly, and as such we use different criteria to grade different types of projects. Below you will find sections for each of our most common project types outlining specific requirements to keep in mind and additional application materials needed. If you would like to see the worksheets the application review committee will use to grade your project, feel free to request them from the Grant Program Coordinator. If your project does not fit into one of the categories below, please contact the Grant Program Coordinator.

### Requirements for Habitat Restoration Projects

- I will use 100% native plants in their natural (wild) form.** The District defines native plants as native to the region between central Minnesota and central Iowa. Cultivars (cultivated varieties) of native plants are not permitted.
- I have a planting plan that states what plants will go where in my project area.** Plants do best where site conditions meet their sun exposure and soil moisture needs.
- I will not irrigate plants after the initial establishment period of two years.** Native plants are hardy and shouldn't need irrigation once established.
- I will only use herbicides sparingly and only where appropriate.** Herbicide use, including active ingredient and mix strength, must be outlined in the project proposal.
- I will not use insecticides or fungicides.** These products harm soil micro-organisms, insects, songbirds, and other wildlife.

- I will limit my use of fertilizer to those without harmful salts.** Natural fertilizers such as top-dressing with compost or compost tea are preferred.
- I have provided the approximate square footage (or similar size reference) for my project area.** This number may be noted on your project area map or planting plan.
- I will de-compact soils in my project area if recommended by a District representative.** We like to see no more than 200 PSI to a depth of 12 inches.
- I am prepared to test my soil if requested by a District representative.** Based on site history and current condition, the District may require you to test your soils for organic matter, composition, nutrients (nitrogen, phosphorus, and potassium), and pH. Testing results must be provided to staff, and you may be asked you to amend deficient soils if needed. Testing is an eligible project cost.

## Requirements for Shoreline or Wetland Buffer Projects

- I will use 100% native plants in their natural (wild) form.** The District defines native plants as native to the region between central Minnesota and central Iowa. Cultivars (cultivated varieties) of native plants are not permitted.
- I have a planting plan that states what plants will go where in my project area.** Plants do best where site conditions meet their sun exposure and soil moisture needs.
- I will not irrigate plants after the initial establishment period of two years.** Native plants are hardy and shouldn't need irrigation once established.
- I will only use herbicides sparingly and only where appropriate.** Herbicide use, including active ingredient and mix strength, must be outlined in the project proposal.
- I will not use insecticides or fungicides.** These products harm soil micro-organisms, insects, songbirds, and other wildlife.
- I have provided an aerial map showing the area of work including square footage (or length/width).** Include relevant landmarks on your property. We need to know WHERE work will be performed in relation to the shoreline/wetland as permits may be required.

Aerial maps are available online:

- Hennepin County Natural Resources, <https://gis.hennepin.us/naturalresources>, or Hennepin County Interactive Maps, <https://gis.hennepin.us/Property/Map>
- Carver County Property Information, <https://gis.co.carver.mn.us/publicparcel>

## Requirements for Rain Garden and Infiltration Basin Projects

- I have provided the following in my project design:**
    - Detailed planting plan including species, quantity, and planting schedule (timing)
    - Infiltration capacity of the soils (how quickly water soaks into the soil); staff may assist in figuring this out
    - Dimensions of contributing watershed (what is the size of the area from where the runoff is flowing: roof, lawn, etc.)
    - The area (in square feet) of the bottom of the rain garden or infiltration basin
    - Depth of rain garden or infiltration basin
    - Where the water will go if rain garden/infiltration basin overflows and at what depth (relative to the bottom of the basin) the basin will overflow. This is known as an Emergency Overflow Evaluation (EOF).
    - Depth of underdrains (if any)
  
  - My project characteristics include:**
    - Appropriately sized for site (to be able to handle water from the contributing watershed and based on soil conditions and infiltration rates)
    - Located where it captures stormwater runoff
    - Has a flat bottom
    - Designed to drain in 48 hours
    - Designed to capture a minimum of a 0.5-inch rainfall event
    - Has side slopes that are as shallow as possible (not to exceed a 3:1 ratio unless impossible based on space restrictions)
    - Use of shredded mulch (if mulch is needed)
    - Free of landscape edging, which can inhibit flow of runoff into basin
  
  - I will not irrigate plants after the initial establishment period of two years.**
  
  - I will de-compact soils in my project area if recommended by a District representative.** We like to see no more than 200 PSI to a depth of 12 inches.
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## Appendix B: Overview of Grant Process

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### Before you apply

1. Visit the Watershed Stewardship Grant webpage for resources and ideas
2. Once you have your idea, fill out and submit the Site Visit Request form on grant webpage
3. We will contact you to schedule a site visit with a District representative
4. Develop a project plan after your site visit; reach out to your site visit contact if you would like to discuss the plan
5. Assemble application materials

### To apply, fill out and provide:

- Application online form
- Project location map
- Project design
- Photographs
- Detailed cost estimate
- Plant list (if you're using plants)

***Incomplete applications will not be considered. You must have a site visit prior to applying.***

### If your project is approved

- We will send you a grant agreement. Once this is fully signed, you may get started!
- Keep a list of your expenses and save all project-related receipts.
- Issues come up. If you think you need to make a change to your plan, contact us for approval
- Take photos! Before, during, and after. You'll need these for your project report
- You've got one year from approval to finish your project and submit your report
- As your project nears completion, reach out to schedule a site inspection with a District representative

### After you've completed your project

- Send in copies of all your receipts, including from any contractors you worked with (electronic copies or scans are acceptable are fine)
- After you submit the reimbursement form, the District representative conduct a project inspection

- Financials are processed once a month at the watershed. Once your reimbursement request is submitted, it may take one to two months for you to receive your check.

### **Long-term**

- Take care of your project! Grantees are required to maintain their projects for the number of years specified in the "Maintenance" section of their grant agreement.
- Submit a brief annual update for the first 3 to 5 years (number of years stated in your grant agreement).
- After the second year of installation, your project may be inspected by a District representative.
- Stay in contact. The watershed district often offers continuing education on topics like maintenance, and other opportunities to learn and get involved.