

## 2016 Cost Share Program guidelines for Nonprofits, lake & homeowner associations

### Overview

The Riley Purgatory Bluff Creek Watershed District (RPBCWD) Cost Share Program provides funding assistance for projects that protect and conserve water resources, and increase public awareness of the vulnerability of these resources and solutions to improve them.



### Eligible projects

Organizations are eligible to apply for one cost-share grant per year. Applications are reviewed and ranked based on their potential to contribute to the goals of RPBCWD's cost-share program:

- improve watershed resources
- foster water resource stewardship
- increase awareness of the vulnerability of watershed resources
- increase familiarity with and acceptance of solutions to improve waters

#### Examples of projects:

- 1) Best management practices (BMPs): raingardens, vegetated swales, pervious pavers
- 2) Restorations: shorelines and wetlands, buffers, stabilizations
- 3) Conservation practices like irrigation system rain sensors, and rainwater reuse systems.

#### Additional eligibility requirements

- Must be by a resident of RPBCWD.
- Project must be located within RPBCWD.
- Funding will not be awarded for work required as part of a permit requirement.
- Funding may be awarded toward the incremental cost of BMPs that will provide water-quality treatment beyond permit requirements.

### Available funds

Grants for nonprofits and associations are awarded for up to \$20,000 or 75 percent of project cost, whichever is less. The RPBCWD Board of Managers reserves the right to consider and award funding exceeding the stated maximums on a case-by-case basis. Cost share dollars are reimbursed upon submittal of a project report and paid receipts.

## Reimbursable costs

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Applications must be submitted and approved by the board of managers before the project begins. If the final project costs are less than the amount approved for funding, the RPBCWD's contribution will be limited to the percentage of total costs stated in the funding agreement. Funds may be used to reimburse for design and implementation of the project. Aesthetic elements, and other costs not directly related to the construction or implementation of the water quality project will not be reimbursed.

### PLANTS

1. Buffers, shoreline and wetland restorations and stabilizations: **only native plants** will be reimbursed. See the approved plants list for recommended natives.
2. Raingardens and vegetated swales: **some native cultivars and non-natives** may be reimbursed. See approved plants list for allowed plants.

### IN-KIND LABOR AND MATERIALS

Labor and other in-kind contributions can be used for the required 25% match. Labor may be credited at \$10 per hour for unskilled labor (site prep, planting, etc) and \$20 per hour for skilled labor (installing bio-logs, operating machinery, etc).

### MAINTENANCE

Maintenance of the project is the responsibility of the grant recipient. Maintenance costs, including labor, will not be credited or reimbursed (see page 3: Maintenance requirements).

## Application

send to: 14500 Martin Drive, Suite 1500, Eden Prairie 55344

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First round applications are due **April 15**.

If funds remain, a second round of applications will be accepted with a due date of **June 15**.

Applications can be downloaded from the RPBCWD website ([www.rpbcwd.org](http://www.rpbcwd.org)), or requested from Michelle Jordan by phone (952-607-6481) or e-mail ([mjordan@rpbcwd.org](mailto:mjordan@rpbcwd.org)). Completed applications can be submitted to Michelle via email or US mail.

The application should be signed and dated and should not exceed 10 pages. Applications will be reviewed by the Citizens Advisory Committee, which will make funding recommendations to the Board of Managers. The applicant is responsible for securing all permits necessary for the work. Incomplete submittals will not be considered.

### Application checklist

A complete application must be submitted on or before the due date and include:

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|---|--|
| <input type="checkbox"/> Signed application cover page                                    | <input type="checkbox"/> Estimate of water captured and pollution removed (if applicable)                  |
| <input type="checkbox"/> Application narrative  | <input type="checkbox"/> Plant list (if applicable)  |
| <input type="checkbox"/> Location map (with aerial photo)                                 | <input type="checkbox"/> Itemized budget   |
| <input type="checkbox"/> Record of property ownership                                     | <input type="checkbox"/> Contractor bid (if using)   |
| <input type="checkbox"/> Construction/installation site plan, designs, and specifications | <input type="checkbox"/> Accounting of in-kind contribution of labor and materials, if any (see worksheet) |



## Evaluation criteria

When developing your project, and filling out your application, keep in mind that priority will be given to projects which:

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|--|--|
| <input type="checkbox"/> Boarder water resources or are within priority drainage areas | <input type="checkbox"/> Are ready to begin as soon as seasonal conditions allow             |
| <input type="checkbox"/> Provide water quality treatment for large parcels of land     | <input type="checkbox"/> Show educational value (ex highly visible)                          |
| <input type="checkbox"/> Demonstrate strong partnerships and/or citizen support        | <input type="checkbox"/> State clear activities and goals that support fund purposes         |
| <input type="checkbox"/> Provide a reasonable budget, work plan, and timeline          | <input type="checkbox"/> Provide a comprehensive site plan that includes multiple objectives |
|  | <input type="checkbox"/> Contain well-defined, measurable results                            |

## Maintenance requirements

Maintenance of the project is the responsibility of the grant recipient. Cost share participants must draft and sign a maintenance declaration and record it on the deed to the property. RPBCWD encourages landowners to maintain BMPs in perpetuity, but the effective life period listed below is the minimum number of years that the RPBCWD requires the grant recipient to maintain the BMP. RPBCWD will not provide cost-share funding for restoration of a BMP, the loss of functionality of which was caused by the applicant or present landowner.

BMP	Effective life (years)
Wetland restoration	10
Filter strip/buffer (vegetative) <sup>1</sup>	5
Raingarden	5
Shoreline/streambank stabilization (vegetative)	5
Pervious hard surfaces (pavers, concrete, asphalt)	10
Infiltration basins (above and below ground)	10

[Types of BMPs other than those listed in the table may be submitted; the effective life in such cases will be determined on a case-by-case basis by RPBCWD staff in consultation with the applicant.]

<sup>1</sup> Only the minimum required upland buffer width is eligible for funding.

## Funding agreement

Program participants enter into a binding agreement with RPBCWD providing the terms under which cost-share funding is provided. After approval of cost-share funding for the project by the Board of Managers, the agreement for a project will be signed on behalf of RPBCWD. A copy will be returned to the cost-share participant. Amendment of any of the terms of the agreement will be by mutual written agreement signed by all parties to the original contract.

The agreement includes, but is not limited to, such items as promoting and acknowledging the RPBCWD sponsorship, reporting, payment schedule, terms of the agreement and use of funds, cost overruns, and cancellation. The agreement also allows the District access to the project area for evaluation and promotion of the project. Funding will only cover work done after the agreement has been signed.



## **Public hearing**

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If the application passes review, it will go to a public hearing. At the hearing, members of the public, including the applicant, may express opinion on whether the project should receive funding. The information and opinions expressed at the meeting will be considered by the Board of Managers in their final funding decision.

## **Schedule**

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Project installation must be completed by the date stated in the agreement between the participant and RPBCWD. If unforeseen circumstances delay a project, the participant can request a written extension by contacting RPBCWD staff.

## **Payment**

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Reimbursement will only be made after completion of the project. The participant must document completion and have it confirmed by RPBCWD staff via inspection. Applicants must provide copies of paid invoices for all costs and reasonable documentation of labor hours contributed. Claimed expenses will be verified by the RPBCWD as reasonable.

## **Conformance to Plans**

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RPBCWD will not reimburse costs expended for construction of a project that does not substantially conform to the approved plans, designs and/or specifications. RPBCWD will not reimburse costs expended for partial completion of a BMP. However, RPBCWD 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 BMP and will present a modification of the cost-share agreement to the Board of Managers when necessary.

## **Submitted Information**

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

## **Reporting Requirement**

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Within 30 days of the completion of the project, the applicant will complete and submit a project summary report to the RPBCWD using the work plan, timeline and budget submitted as part of the application. A progress report and copy of paid receipts will be required when requests for reimbursement are submitted. Following the project summary report, reports will be required after year 1, 3 and 5. Additional reporting will be required after year 9 for projects receiving more than \$10,000.

