



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday November 20, 2019

### **Agenda Item**

#### **Item 4. I. - Approval of 2020 Cost Share and Water Quality Restoration Program**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

The proposed LMRWD Cost Share program for 2020 is attached. The 2020 program is identical to the 2019 program. The LMRWD program is similar to adjacent watershed districts; most of them did not change their programs significantly. I didn't prepare a matrix comparing programs this year.

The 2020 Budget included \$20,000 for this program.

### **Attachments**

2020 Cost Share and Water Quality Restoration Program

2020 Cost Share and Water Quality Restoration Program Application

2020 Cost Share and Water Quality Restoration Program Cost Estimate Work Sheet

### **Recommended Action**

Motion to approve LMRWD 2020 Cost Share and Water Quality Restoration Program

# Lower Minnesota River Watershed District

## 2020 Cost Share Incentive and Water Quality Restoration Program

### Overview

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The Lower Minnesota River Watershed District ("LMRWD") values and supports efforts made by residents to help achieve the goals of the LMRWD. Through the Cost Share Incentive and Water Quality Restoration Program (the "Program"), the LMRWD hopes to engage citizens in community actions that protect local lakes, rivers, streams, wetlands and fens.

This Program implements Policy 2.2 of the LMRWD's Fourth Generation Watershed Management Plan (the "Plan"), which is to prevent further degradation of water quality and Strategy 2.2.3 which is to provide educational, technical and financial assistance to landowners; to implement projects that have water quality, water quantity, channel maintenance, trout stream, fen or wetland restoration or aquatic habitat benefit within the LMRWD; and to help achieve the goals of the Plan.

### Purpose

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Cost Share provides funding assistance to public or private landowners within the LMRWD to carry out projects that support one or more of the following goals:

1. Improve, protect or restore water quality of lakes, rivers, streams, wetlands or fens.
2. Increase the capacity of the watershed to store water.
3. Reduce bluff, streambank, or main stem erosion.
4. Protect or restore groundwater resources.
5. Enhance navigation on the Minnesota River, excluding dredging projects.
6. Reduce the impact of invasive species on lakes, streams, rivers, wetlands or fens.
7. Preserve, protect or restore native plant and wildlife habitats with emphasis on lakes, streams, rivers, wetlands and fens.
8. Provide public education benefits and engage the public in stewardship.

### Available Funds

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The LMRWD has allocated \$20,000 for the Program in 2020. The minimum grant amount is \$500. The maximum levels of cost share funding are: \$2,500 or 50% of the cost of the project, whichever is less, per single family residential project, \$7,500 per neighborhood, townhome, condominium or lake association project, and \$20,000 per commercial/industrial or municipal project. The 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. Grant recipients are eligible to apply for one cost share grant per year.

### Eligibility Within LMRWD

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- Residents
- Non-profit and religious organizations
- Local government units
- Public and private schools
- Businesses and corporations

## *Additional Eligibility Requirements*

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- Project must be located within the LMRWD.
- Funding will not be awarded for work required as part of a permit requirement.
- Funding may be awarded toward the incremental cost of Best Management Practices (BMPs) that will provide water-quality treatment beyond permit requirements.

## *Eligible Expenses*

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Applications must be submitted to and approved by the Board of Managers of the LMRWD before the project begins. Projects that are completed or in progress, prior to application, are not eligible for funding. If the final project costs are less than the amount approved for funding, the LMRWD's contribution will be limited to the percentage of total cost stated in the funding agreement. It is the primary intent of the program to reimburse for the design and implementation of the project. Aesthetic elements and other costs not directly related to the construction or implementation of the project will not be reimbursed. Labor and other in-kind contributions can be used for the required 50% match. Labor may be credited at \$12.00 per hour. In-kind labor costs cannot exceed the cost of material of the project. Eligible BMPs could include:

- Buffer strips
- Rain gardens
- Shoreline, streambank, or riverbank restoration
- Pervious pavers and porous concrete or asphalt
- Unique solutions for soil erosion and sediment control practices
- Native habitat restoration with priority given to waterways, lakes, buffers and ponds
- Volume reduction and runoff treatment practices (Infiltration basins & trenches, cisterns, green roofs & bio-filtration systems)
- Other innovative stormwater runoff treatment or volume reduction management practices

Eligible studies/investigations could include:

- Water quality management and restoration
- Water quantity management and restoration
- Groundwater management and restoration
- Unique resource (fen, trout stream) management and restoration
- BMP feasibility and restoration

## *Application Submittal and Approval*

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The LMRWD will accept new applications until April 15, 2020. If funds remain, applications will continue to be accepted until all funds are used. Applications can be downloaded from the LMRWD website. Completed applications can be submitted via e-mail or US mail and must include all information requested.

Applications will be reviewed by a selection committee consisting of the Administrator and one or more Managers of the LMRWD, which will make funding recommendations to the full Board of Managers.

Once available funding has been consumed, applications will no longer be reviewed and applicants will be informed of the situation. Applicants are required to submit a grant application that includes the following:

1. Signed and dated application form
2. Narrative of proposed project
3. Location map
4. Record of property ownership
5. Construction/installation site plan, designs and specifications
6. Estimate of water captured and pollution removed (if applicable)
7. Itemized budget
8. Contractor bid (if using)
9. Plant list (if applicable)
10. Accounting of in-kind contribution of labor and materials, if any

Applications can be sent via e-mail to: naiadconsulting@gmail.com

Applications can be sent via US Mail to: Linda Loomis  
Lower Minnesota River Watershed District  
112 E. 5th Street #102  
Chaska, MN 55318

### *Funding Agreement*

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Each applicant selected is required to enter into a Cost Share Grant and Maintenance Agreement with the LMRWD defining the obligations of the applicant and the LMRWD. The amendment of any terms of the agreement will be by mutual written agreement signed by all parties to the original agreement.

The agreement includes, but is not limited to, such items as promoting and acknowledging LMRWD sponsorship, reporting, payment schedule, terms of the agreement and use of funds, cost overruns and cancellation. The agreement also allows the LMRWD access to the project area for evaluation and promotion of the project. The applicant is responsible for securing all permits necessary for the work.

For projects receiving \$10,000 or more, the LMRWD may require an agreement for maintenance of the project up to ten (10) years.

### *Conformance to Plans*

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The LMRWD will not reimburse costs expended for construction of a project that does not substantially conform to the approved plans, designs and/or specifications. The LMRWD will not reimburse costs expended for partial completion of a BMP. However, LMRWD staff will work in earnest with applicants to address unexpected conditions, changes in conditions or other eventualities that affect the construction or implementation of a BMP. If necessary a modification of the cost-share agreement will be presented to the Board of Managers for approval. The applicant must provide documentation to support the modification. Early communication with LMRWD staff is advised.

### *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 the LMRWD, except where specifically protected as non-public by state law.

### *Reporting Requirements*

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Within 30 days of completion of the project, the grant recipient must complete and submit a project summary report to the LMRWD using the work plan, timeline and budget submitted as part of the application. Grantees will be required to include original receipts of the expenses, digital or hard copy photos of events, and electronic copies of all education materials produced.

### *Maintenance Requirements*

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Maintenance of the project is the responsibility of the grant recipient. Cost share recipients must commit to maintain their project for the duration of its "expected effective life" (see table below). The LMRWD encourages landowners to maintain projects in perpetuity; but the effective life period listed below is the minimum number of years that the LMRWD requires the grant recipient to maintain a project. The LMRWD will not provide cost share funding for restoration of a project, the loss of functionality of which, in the opinion of the LMRWD, was caused by the recipient or present landowner.

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

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

### *For More information*

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You can contact the Lower Minnesota River Watershed District with questions by e-mail to the LMRWD Administrator Linda Loomis at [naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com) or by telephone at 763-545-4659.

## Evaluation Criteria

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The selection committee will determine the eligibility of an application based upon an established set of criteria using a scaled point system. Criteria considered include: Project Type, Project Location, Water Quality Improvement, Erosion Control, Commercial and Recreational Navigation, Public Outreach. An application must score at least 30 points to be considered eligible for the Cost Share Program.

Please keep the following in mind when developing your project and filling out your application:

### ***Project Type***

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What type of project?	<b>BMP (10 pts.):</b>	<b>Study/investigation</b>	<b>(5 pts.)</b>
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### ***Project Location***

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1. Is the project tributary to an MPCA-listed impaired water (excluding mercury), trout stream or fen?  
**YES, direct connection (10 pts.):**      **YES, within subwatershed (5 pts.):**      **NO (0 pts.)**
2. If NO, is the project tributary to a lake, stream, ditch, fen, or DNR-Protected Water Wetland?  
**YES, direct connection (10 pts.):**      **YES, within subwatershed (5 pts.):**      **NO (0 pts.)**

### ***Water Quality Improvement***

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Improves and protects water quality through BMP implementation or potentially improves and protects water quality through investigation.      **Score 0 – 10**

#### ***Unique Resources Protection and Improvement***

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Implements controls intended for protection of and/or improvements to fish and wildlife habitat and/or outdoor recreational opportunities of the LMRWD's Unique Resources, or for studies thereof.      **Score 0 – 10**

#### ***Surface Water Rate and Volume Control***

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Implements controls intended for reduction and/or minimization of the rate and volume of water that drains off the property/study area; or studies thereof.      **Score 0 – 10**

### ***Erosion Control***

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Implements controls intended for minimization of erosion and/or sedimentation to downstream waters; or studies thereof.      **Score 0 – 10**

### ***Commercial and Recreational Navigation***

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Project or study enhances navigation on the Minnesota River.      **Score 0 – 10**

### ***Public Outreach***

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Based upon willingness of applicant to allow signage, tours and public site visits; public visibility of the site; diversity of practices; potential educational opportunities.      **Score 0 – 10**



**Application type (check one)**  Homeowner  Non-profit - 501(c)(3)  School  
 Business or corporation  Public agency or local government unit

**Project type (check all that apply)**  Raingarden  Vegetated Swale  Infiltration Basin  
 Wetland restoration  Lake/creek/wetland buffer  Conservation practice  
 Shoreline/bank stabilization  Pervious hard surface  
 Other \_\_\_\_\_

### Applicant Information

Name of Organization or Individual Applying for Grant (to be named as Grantee):

\_\_\_\_\_

Address (street, city and ZIP code):

\_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

### Primary Contact (if different from above)

Name of Organization or Individual Applying for Grant (to be named as Grantee):

\_\_\_\_\_

Address (street, city and ZIP code):

\_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

### Project location

Address (street, city and ZIP code):

\_\_\_\_\_

Property Identification Number (PID)

\_\_\_\_\_

Property Owners:

\_\_\_\_\_

### Project Summary

Title \_\_\_\_\_

Total Project Cost \_\_\_\_\_ Grant amount requested \_\_\_\_\_

Estimated start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

Is project tributary to a water body?  No, water remains on site  Yes, indirectly  Yes, directly adjacent

Project description:

Is this work required as part of a permit?    \_\_\_ No    \_\_\_ Yes

(If yes; describe how the project provides water quality treatment beyond permit requirement on a separate page.)

## Project Details

**Checklist** To be considered complete the following must be included with the application.

- |                                       |   |
|---------------------------------------|---|
| ___ location map                      | ___ project timeline  |
| ___ site plan & design schematic      | ___ proof of property ownership                             |
| ___ itemized budget or contractor bid | ___ plant list & planting plan (if project includes plants) |

## Description

Describe the current site conditions, as well as site history, and past management

What are the project objectives and expected outcomes? Give any additional project details.

List other key participants and their roles (provide contact information for each partner and his/her expected contribution to the project)

Which cost share goals does the project support? (check all that apply)

- |   |                                       |
|---|---------------------------------------|
| ___ 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 |                                       |

How does the project support the goals you checked?



## Project Details (continued)

**Benefits** Estimate the project benefits in terms of restoration and/or **annual** pollution reduction. If you are working with a designer or contractor, they can provide these numbers. If you need help contact the district Administrator.

Benefit	Amount
Water captures	gal/year
Water infiltrated	gal/year
Phosphorus removed	lbs/year
Sediment removed	lbs/year
Land restored	sq. ft.

How will you share the project results with your community?

Are there other projects that could be initiated as a result of this one?

## Evaluation

How will the project be monitored and evaluated?

## Maintenance agreement

I acknowledge that receipt of a grant is contingent upon agreeing to maintain the project for the number of years outlined in the cost share guidelines.  Yes

## Authorization

Name of landowner or responsible party \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Type or handwrite your answers on this form. Attached additional pages as needed

(For questions, contact Linda Loomis at [Naiad Consulting@gmail.com](mailto:NaiadConsulting@gmail.com) or call 763-545-4659.)

Mail the completed application to:

or Email to:

**Lower Minnesota River Watershed District**  
**c/o Linda Loomis, Administrator**  
**112 E. Fifth St., Suite 102**  
**Chaska, MN 55318**

**Linda Loomis, Administrator**  
**[naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com)**

2020 Cost Share Worksheet

Labor Costs (Contractors, Consultants, In-Kind Labor)

Service Provider	Task	# Hours	Rate/Hour	Requested Funds from LMRWD	Matching/In-Kind Funds	Total
						\$ -
<b>Total:</b>				\$ -	\$ -	\$ -

Project Materials

Material description	Unit Cost	Total # of Units	Requested funds from LMRWD	Matching/In-Kind Funds	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total:</b>			\$ -	\$ -	\$ -

Total Requested Funds from LMRWD*:	\$ - (A)
Total Matchin/In-Kind Funds:	\$ - (B)
Project Total:	\$ - (C)

\*Please note: total requested funds (A) cannot be more than 50% of the Project Total (C)