



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

[www.ninemilecreek.org](http://www.ninemilecreek.org)

## COST SHARE PROGRAM GUIDELINES

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### Overview

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The Nine Mile Creek Watershed District (NMCWD) Cost Share Program offers grant funds for efforts that protect and improve water and natural resources within the Nine Mile Creek Watershed.

### Purpose

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Cost Share funds are available for implementing projects that support one or more of the following goals:

- Improve water quality or increase the capacity of the watershed to store water
- Preserve, protect and restore native plant and wildlife habitats, with emphasis on lakes, rivers and wetlands
- Protect and preserve groundwater quality and quantity

Examples of eligible projects include:

- Raingardens
- Pervious asphalt and pavers
- Unique solutions for soil erosion and sediment control practices
- Native habitat restoration with priority given to areas near waterways
- Shoreland and streambank restoration projects
- Chloride reduction efforts (anti-icing equipment purchases, equipment retrofitting, etc.)

### Eligibility

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All projects must take place within the Nine Mile Creek watershed. To determine if your project is within the watershed, check the “Are you in the watershed?” map at: [ninemilecreek.org/are-you-in-the-watershed](http://ninemilecreek.org/are-you-in-the-watershed) or contact NMCWD at 952-358-2276.

Grant funding is open to:

- Residents
- Townhome, condominium, and lake associations
- Commercial, government, and nonprofit organizations

### Funding Limits

A site can only receive one grant per year. The maximum grant funds a site can receive, cumulatively, are as follows:

- Residential: \$10,000 per site
- Townhome, condominium, or lake associations: \$40,000 per site
- Commercial, government, or nonprofit: \$100,000 per site

Completed projects or in progress projects are not eligible for grant funds. Projects must be for items above and beyond NMCWD permit program requirements. Projects may not start until a signed grant agreement is in place.

## **Funding**

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The NMCWD has allocated up to \$200,000 for the Cost Share Program.

Grants will be awarded for up to 75% of a project's cost, on a reimbursement basis, for materials, labor, and engineering/consulting fees. The District will only cost share invasive species removal projects (e.g. buckthorn removal) at 50%. These projects must include native planting as part of the project.

Maximum grant awards:

- Residential projects: \$5,000
- Townhome, condominium or lake associations projects: \$20,000
- Nonprofit, commercial and government projects: \$50,000

The minimum grant amount available is \$500. The NMCWD may offer to fund all or a portion of a project.

## **Evaluation Criteria**

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Priority will be given to projects which:

- Border water resources, are within priority drainage areas, or provide water quality treatment for large parcels of land
- Provide high visibility sites or educational value
- State clear activities and goals that support one or more of the above fund purposes
- Provide a comprehensive site plan that includes multiple objectives
- Contain concisely defined, measurable results
- Demonstrate strong partnerships and/or local citizen support including neighborhood involvement
- Provide a reasonable budget, work plan and timeline
- Are ready to begin as soon as seasonal conditions allow

## **Eligible Expenses**

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**Labor and Materials:** Eligible expenses include labor and materials. Outside engineering or consulting fees are eligible for reimbursement, except for project planning expenses.

**Plant Material:** For habitat restoration projects and shoreland and streambank projects, only Minnesota native plants are reimbursable with cost share dollars, although projects may use cultivars and non-native plants in the overall design. For stormwater management practices, Minnesota natives and Minnesota native cultivars from NMCWD's approved list (available from the NMCWD website or contacting the District) are reimbursable with cost share dollars.

**In-kind contributions:** In-kind contributions can be used for the required grant match and can include labor costs. Landowner labor is eligible as an in-kind match at \$20 per hour.

**Ineligible expenses:** Project planning including design plan costs and engineering/consulting fees for planning of the project, materials used for aesthetic purposes only, and others as determined at the discretion of the NMCWD staff and board.

Do not purchase materials or generate labor costs for a cost share project prior to a grant agreement being signed. These items will not be eligible for reimbursement and cannot be used for match on the grant.

## **Project Schedule**

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Grantees have up to one-year to complete the cost share project from the grant agreement start date (which is typically mid-May to mid-June). Native restoration projects have a two-year timeframe for project completion.

Work may not start on a grant project until a cost share agreement has been signed by both the grantee and the NMCWD, including purchase of materials for the project. Plan your project schedule accordingly.

## **Reimbursement**

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All payments from NMCWD to the grantee are reimbursement based.

NMCWD can reimburse funds throughout the grant period, as requested by the grantee, up to the final 10% of the grant. The final 10% of the grant is reimbursed upon successful completion of the project and submission and approval of a final report. To receive reimbursement during the grant period, copies of receipts/paid invoices must be submitted to the NMCWD, along with a progress report. Reporting and reimbursement forms are available at: [ninemilecreek.org/get-involved/grants](http://ninemilecreek.org/get-involved/grants).

## **Grant Agreement**

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Each grantee is required to enter into a Cost Share Grant Agreement with the NMCWD.

The agreement defines the obligations of the applicant and the NMCWD. This includes, but is not limited to, such items as promoting and acknowledging the NMCWD 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. The applicant is responsible for securing all permits necessary for the work.

## **Maintenance Agreement**

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Each grantee is required to enter into a maintenance agreement with the NMCWD.

The minimum maintenance agreement is five years. For projects receiving over \$5,000, the District may require a ten-year maintenance agreement.

## **Reporting Requirements**

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**Final Report:** Within 30 days of project completion, the grantee must submit a final report to the NMCWD.

**Yearly Reporting:** Following the final report, yearly reporting with photo documentation must be submitted to the NMCWD for the remainder of the maintenance agreement period.

**Reimbursement Requests:** A progress report and copy of receipts/paid invoices is required when requests for reimbursement are submitted.

Reporting and reimbursement forms are available at: [ninemilecreek.org/get-involved/grants](http://ninemilecreek.org/get-involved/grants).

## Submission of Application

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Applications are available at: [ninemilecreek.org/get-involved/grants/](http://ninemilecreek.org/get-involved/grants/) or can be requested at 952-358-2276 or [esniegowski@ninemilecreek.org](mailto:esniegowski@ninemilecreek.org).

Include:

- ✓ Cost Share Application
- ✓ A Project Plan showing:
  - Area of proposed project (in square feet)
  - Sketch of the project
  - Illustration of proposed project depth, if applicable
- ✓ Aerial photo showing location of project (can use Google Earth or similar photo)
- ✓ Budget

### **For Stormwater Best Management Projects include:**

- ✓ An indication of how water flows onsite (arrows showing direction)
- ✓ Identification and location of water conveyance features that relate to project, such as downspouts, drainage ways, tile lines, etc.
- ✓ Area of contributing drainage to proposed project (in square feet)
- ✓ Area of contributing impervious (hard) drainage to proposed project (in square feet)

The grant application should not exceed 10 pages. Sign and date the application. Applications should be submitted as a PDF document with the work plan, budget, and supporting materials integrated into the document, when possible.

Submit applications by e-mail (preferred method) to Erica at: [esniegowski@ninemilecreek.org](mailto:esniegowski@ninemilecreek.org)

Applications may instead be submitted by mail to:  
Nine Mile Creek Watershed District, Attn: Erica  
12800 Gerard Drive  
Eden Prairie, MN 55346

**Applications are due Friday, March 22, 2019.** NMCWD will not accept late applications.

## For More Information

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Attend an Information Session:

**Wednesday, February 20, 2018, at 5:30 PM**

Nine Mile Creek Discovery Point  
12800 Gerard Drive  
Eden Prairie, MN, 55346

You can also contact Erica at the Nine Mile Creek Watershed District with questions: 952-358-2276.