



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

www.ninemilecreek.org

COST SHARE PROGRAM GUIDELINES

Overview

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

Purpose

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

- All residents of the NMCWD
- Businesses and corporations located within the NMCWD
- Public and private schools located within the NMCWD
- Not-for-profit and non-governmental organizations
- Governmental agencies

To determine if the project location is within NMCWD, check the “Are you in the watershed?” map on our website at: www.ninemilecreek.org/are-you-in-the-watershed or contact the District at 952-358-2276.

Available Funds

Projects completed or in progress are not eligible for Cost Share funds. Proposed projects must be for items above and beyond NMCWD permit program requirements.

The NMCWD has allocated up to \$150,000 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.

Maximum grant awards:

- Residential projects: \$3,000
- Townhome, condominium or lake associations projects: \$10,000
- Nonprofit, commercial and government projects: \$25,000

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

Eligible Expenses

A Cost Share Grant Agreement must be approved and signed by both parties before work may begin on the grant project. Any material or labor costs generated prior to the grant being signed cannot be reimbursed or used for match.

Labor and Materials: Eligible expenses include labor and materials. Outside engineering or consulting fees are eligible for reimbursement.

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 25% match and can include labor costs. Landowner labor is eligible as an in-kind expense at \$12 per hour.

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

Evaluation Criteria

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

Grant Agreement and Maintenance Agreement

Each applicant selected is required to enter a Cost Share Grant Agreement with the NMCWD defining 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.

Each applicant selected is required to enter into a Maintenance Agreement with the NMCWD for five (5) years. For projects receiving \$10,000 or more, the District may require a ten (10) year Maintenance Agreement.

Schedule and Payment

The grant period is one year. Grant funds must be used within one year of receiving grant approval.

Payments are reimbursement based. Cost share dollars can be reimbursed throughout the grant period upon submittal of a project progress report and paid receipts/invoices. The final 10% of the grant will be reimbursed upon successful completion of the project and submission and approval of a final report.

Reporting Requirements

Final Report: Within 30 days of the completion of the project, the applicant will complete and submit a final report to the NMCWD. NMCWD will supply applicants with a Final Report form.

Yearly Reporting: Following the Final Report, yearly reporting with photo documentation will be submitted to the NMCWD for the remainder of the agreement period.

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

Submission of Application

Application are available at: www.ninemilecreek.org/get-involved/grants/. Applications are due: **March 24, 2017**.

Required to include:

- ✓ Cover page (1 page)
- ✓ Narrative (2-3 pages)
- ✓ Work plan with timeline (1 page)
- ✓ A Project Plan that shows the following (1-2 pages)
 - Area in square feet of proposed project
 - Sketch of the project
- ✓ Aerial photo showing location of project in relation to surrounding buildings, driveways, roads, steep slopes, significant geographic features, etc. (can use Google Earth or similar photo) (1 page)
- ✓ Budget (1 page)

In addition, for Stormwater Best Management Projects include:

- ✓ An indication of drainage onsite (arrows showing direction)
- ✓ Identification and location of water conveyance features that relate to project, such as downspouts, drainage ways, tile lines, etc.
- ✓ Area in square feet of contributing drainage area to proposed project
- ✓ Area in square feet of contributing impervious (hard) drainage area to proposed project
- ✓ A second drawing, illustrating the proposed project depth (if necessary)

If applicable, include:

- ✓ Plant list (1 page)

Application are available at: www.ninemilecreek.org/get-involved/grants/ or can be requested by phone (952-358-2276) or e-mail (esniegowski@ninemilecreek.org).

The grant proposal should not exceed 10 pages. Minimum font size is 10 point.

The applications should be signed and dated. All electronic applications should be submitted as one complete PDF document with the work plan, budget, and supporting materials integrated into the document. No faxed applications will be accepted.

Applications can be sent via e-mail to Erica at:
esniegowski@ninemilecreek.org

Applications can be sent via US Mail to:
Erica Sniegowski
Nine Mile Creek Watershed District
12800 Gerard Drive
Eden Prairie, MN 55346

Cost Share applications are due **Friday, March 24, 2017**.

For More Information

Do you have questions or want to learn more about the Cost Share Program?

Attend a Cost Share Information Session on **Wednesday, February 15, 2017 at 5:30 PM**.

The Information Session will be held at the Nine Mile Creek Watershed District Office in the Interpretive Room:
Nine Mile Creek Discovery Point
12800 Gerard Drive
Eden Prairie, MN, 55346

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