



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 358-2276

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

## COST SHARE GRANT PROGRAM GUIDELINES

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### Overview and Purpose

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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.

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

### Eligibility

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#### Project is in the Watershed

All projects must take place within the Nine Mile Creek watershed. Determine if your project is within the watershed by checking 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.

#### Examples

Types of eligible projects include:

- Raingardens
- Pervious pavers
- 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.)

Examples of past projects are available: [ninemilecreek.org/grants/#Projects](http://ninemilecreek.org/grants/#Projects)

#### Property Types

Grant funding is open to:

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

### Funding and Expenses

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#### Grant Program

Grants are awarded for up to 75% of a project’s cost, on a reimbursement basis, for materials, labor, and engineering/consulting fees. The NMCWD may offer to fund all or a portion of a project. 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.

## Funding per Grant

Maximum grant awards:

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

Minimum grant amount is \$500.

## Funding for Lifetime of Site

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

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

## Eligible and Ineligible Expenses

Labor and Materials:

- Labor and materials are eligible expenses
- Outside engineering or consulting fees are eligible expenses. Project planning expenses are *ineligible*.
- Materials for aesthetic purposes only are *ineligible*

Plant Materials:

- Minnesota native plants are always eligible expenses.
- Minnesota native cultivars from NMCWD approved list are eligible expenses for stormwater practices *only* (e.g. raingardens and vegetated swales)  
Approved cultivar list: [ninemilecreek.org/wp-content/uploads/Nine-Mile-Creek-Cultivar-Plant-List.pdf](http://ninemilecreek.org/wp-content/uploads/Nine-Mile-Creek-Cultivar-Plant-List.pdf)
- Non-native plants are *ineligible* expenses, though they may be included in your project plan

In-Kind Contributions:

- In-kind contributions are eligible for required grant match dollars. Labor contributions are eligible expenses for grant match dollar. One hour of landowner labor is eligible for \$20 of in-kind match

Others

- Expenses from in-progress or finished projects are *ineligible*
- Nine Mile Creek Watershed District staff and board reserve discretion to determine the eligibility of expenses

QUICK  
TIP

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

## Evaluation Criteria

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Priority will be given to projects which:

- Border water resources 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 goals
- 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

## 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.

QUICK  
TIP

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. This typically occurs in mid-May to mid-June. Plan your project schedule accordingly.

## 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.

## Reimbursement

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All payments from NMCWD to the grantee are reimbursement based. Requests for reimbursement require receipts or paid invoices.

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/grants/#Reporting](http://ninemilecreek.org/grants/#Reporting).

QUICK  
TIP

Save and submit receipts (and paid invoices) to get reimbursed on eligible expenses!

## 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/grants/#Reporting](http://ninemilecreek.org/grants/#Reporting).

QUICK  
TIP

Add due dates for the final report and the yearly reporting dates to your calendar right away:

- 30 days after project completion: final report due
- September 30 (for length of maintenance agreement): yearly reports due

## Submission of Application

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Applications are at [ninemilecreek.org/grants/#Apply](http://ninemilecreek.org/grants/#Apply) or can be requested from [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 map or similar photo)
- ✓ NMCWD budget form

### For Stormwater Best Management Projects include:

- ✓ An indication of how water flows onsite (arrows showing direction)
- ✓ Identification and location of water conveyance features related to project (e.g. downspouts, drainage ways)
- ✓ Area of all contributing drainage to proposed project (in square feet)
- ✓ Area of contributing impervious (hard) drainage to proposed project (in square feet)

Sign and date the application. Applications should be submitted as a PDF with the work plan, budget, and supporting materials integrated into the document, when possible. The application should be less than 11 pages.

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

Applications can 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.

Contact Erica at the Nine Mile Creek Watershed District with questions: 952-358-2276.