



VLAWMO LANDSCAPE LEVEL 2 GRANT APPLICATION FORM

Please submit form & required materials to:
Brian Corcoran
brian.corcoran@vlawmo.org
(651) 204-6075

Vadnais Lake Area Water
Management Organization
800 County Rd E East
Vadnais Heights, MN 55127
www.vlawmo.org
(651) 204-6070

Please fill in the application as best as possible and use additional pages if necessary. Refer to the Grant Guidance document for further information or contact Tyler Thompson with any questions.

APPLICANT INFORMATION

ORGANIZATION NAME: _____

CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

PROJECT SUMMARY

ESTIMATED **TOTAL** COST OF YOUR PROJECT: \$ _____ AMOUNT OF GRANT REQUESTED: \$ _____

AMOUNT & PERCENTAGE OF MATCHING FUNDS? (FROM LANDOWNER) _____

WHEN DO YOU PLAN TO COMPLETE YOUR PROJECT? _____

TYPE OF PROJECT THAT WILL BE COMPLETED:

- | | | | |
|---|--|--|--------------------------------|
| Raingarden/
Infiltration
Basin <input type="checkbox"/> | Shoreline or
Streambank
Restoration <input type="checkbox"/> | Stormwater Retrofit <input type="checkbox"/> | Other <input type="checkbox"/> |
|---|--|--|--------------------------------|

If other, please describe proposed project: _____

PROJECT BACKGROUND

DESCRIBE THE PROJECT LOCATION, INCLUDING WATER RESOURCES WHICH MAY BORDER THE PROPERTY), OR WHICH WATERBODIES THE PROPERTY MAY DRAIN TO. WHAT ISSUE DO YOU HOPE TO ADDRESS WITH THIS PROJECT?

WHAT RESULTS WATER QUALITY RESULTS DO YOU HOPE TO ACHIEVE WITH THIS PROJECT?

ARE ANY PUBLIC EDUCATION EFFORTS OR PROJECT SIGNAGE PLANNED FOR THE PROJECT? PLEASE EXPLAIN:

PLEASE LIST OTHER PARTNERS WHO ARE PROVIDING FUNDING OR OTHER FORMS OF SUPPORT.

PROJECT SPECIFICATIONS

In order to be considered for a LL2 grant, information regarding the water quality benefit of your project (amount of stormwater and phosphorus captured) must be included. If a professional designer or contractor has determined the pollutant capture amounts, please include that information with the application. VLAWMO staff is also available to assist you in determining these calculations.

TOTAL PROPERTY AREA (SQ.FT.): _____	PROJECT SIZE (SQ.FT.): _____
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IMPERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____	PERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____
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IF YOUR PROJECT IS A RAINGARDEN, PLEASE PROVIDE THE FOLLOWING INFORMATION

SOIL INFILTRATION RATE (INCHES/HR): _____	DEPTH OF RAINGARDEN (INCHES): _____
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ADDITIONAL REQUIRED MATERIALS

TO COMPLETE YOUR APPLICATION, PLEASE INCLUDE AND ATTACH:

- Detailed final plan set of the proposed project, drafted by either a qualified professional or Engineer. Dependent upon the complexity of the project, VLAWMO may require project final designs be completed by qualifying professional or Engineer. Plans must either show water quality pollutant reductions, or must include project dimensions that enable VLAWMO staff to model the project for water quality benefits or stormwater reductions.
- Detailed project budget estimate with clear cost and material breakouts that equate to your total project cost estimate. Please review the VLAWMO Landscape Level 2 Cost Share Guidance document for eligible project materials that are applicable for grant funding.

VLAWMO LANDSCAPE LEVEL 2 GRANT POLICY & GUIDANCE

Program Purpose

The Vadnais Lake Area Water Management Organization's (VLAWMO) mission is to protect, preserve, and improve natural surface and groundwater within the Watershed. VLAWMO's Cost Share Program aims to assist in sharing costs to complete water quality improvement projects.

The goal of the VLAWMO's Landscape Level 2 (LL2) Cost Share Program is to be an effective tool to coordinate with partnering communities and municipalities to support and implement water quality best management practices and improvement projects within the Watershed. Applicable projects *must* show measurable water quality improvements to be considered for VLAWMO grant funding.

Applicable Landscape Level 2 grant projects aim to accomplish the following:

- Stormwater nutrient or volume loading reduction
- Water quality improvement or increase in watershed storage capacity
- Shoreline and streambank restoration of actively-eroding banks
- Protection and preservation of groundwater quality and quantity
- Reducing input strains on surface waters or the storm sewer system, or flooding mitigation
- Address Goals and Policies identified in Chapter 2 of the 2017-2026 VLAWMO Comprehensive Watershed Management Plan.
- High visibility or educational value and/or local citizen support, including neighborhood involvement.
- Priority given to projects within targeted areas listed in VLAWMO's Watershed Management Plan, in Sustainable Lake Management Plans or other feasibility reports. These plans and Reports are available on the VLAWMO website.

Landscape Level 2 Grant Program & Policy Updates

For 2021, the VLAWMO Landscape Level 2 Grant Program Cost Share Policy has been updated and transitioned to no longer include a first-come/ first-serve approach (like LL1), but rather has been transformed into a "reserve" grant program to coordinate with municipal and public VLAWMO community partners and work with landowners located within municipal project areas. These updates have been made to provide flexibility to work with applicants to implement partnership- based watershed improvement projects that achieve a high level of water quality protection. These updates also provide for a responsible use of public funds by focusing on coordination with ongoing municipal projects, and will implement a 1-year demonstration of Program policy change in 2021.

In most cases, the Landscape Level 2 Grant may provide funding for up to 75% of the total cost of a project, with the remaining match amount to be paid by the applicant, depending upon remaining available VLAWMO grant funds and municipal partner projects. In some cases, up to 90% of the project may be covered by VLAWMO LL2 funding if more than 75% of the contributing drainage to the project comes from offsite. Grant funding amounts are also dependent upon remaining grant funds for the year, and VLAWMO may fund grant projects at a lesser cost share percentage, depending upon available

funds. VLAWMO may elect to fund a portion, or all of project site design and engineering to foster program goals and implement eligible projects. Depending upon the individual Project, applicants may receive a portion of the approved grant funding after grant approval and signing of the Project grant Operations & Maintenance Agreement.

Project Eligibility

Examples of eligible projects include the following:

- Raingardens or stormwater infiltration basin implementation, with priority given to targeted subwatersheds
- Redirect water runoff or reuse projects
- Reconstruction projects that improve stormwater volume reduction and runoff treatment
- Shoreline or streambank restoration of actively-eroding banks with obvious sedimentation to lake, stream or wetland
- Gully erosion repair and stabilization projects that directly affect or threaten water quality
- Pervious pavement and pavers conforming to MPCA guidelines and reducing storm sewer input

Example of non-eligible projects includes the following:

- Landscaping or restoration projects with little or no demonstrated water quality benefit
- Aeration systems for ponds installed mainly for aesthetics with limited water quality benefits
- Surface water chemical treatment (*not* including alum or spent lime)
- Restoration work or erosion control which the applicant has been required to complete.

Grant Application Process

Aspiring applicants of the Landscape Level 2 grant program are strongly encouraged to contact Tyler Thompson before grant application submission. Due to limited fund amounts, approved applications may only receive a portion of funds requested. VLAWMO also reserves the right to work with community partners on organizing and fostering possible grant projects for funding and implementation. Landscape Level 2 grant applications will be scored and reviewed by VLAWMO staff, and if applicable, a VLAWMO consulting engineer, to be considered for funding. If the application meets scoring criteria, they may proceed for a VLAWMO Technical Commission recommendation for funding approval by the VLAWMO Board of Directors.

Approved Landscape Level 2 grants will proceed by signing of a grant Operations & Maintenance Agreement by both the grantee and VLAWMO that constitutes an executed grant agreement. Dependent upon the grant project, VLAWMO may disburse *up to* 85% of their grant allotment upon grant agreement execution, VLAWMO's approval of a project work plan, and a signed grantee contract for construction with the project contractor, designer, or engineer. Each project is different and therefore the payment plan will be arranged once the specifics and schedules are known, and may adapt accordingly. The final 15% of the grant payment will be approved upon a VLAWMO representative has conducted a site visit to certify the project has been completed according to the approved grant agreement, design standards, specifications, and pollution reduction values, and all receipts and invoices have been submitted, reviewed and approved by VLAWMO staff. Please note that VLAWMO generates and approves bill and check payments monthly, so there may be a delay. Grantees must complete their grant-approved project and submit a grant reimbursement request within one and a half (1.5) years from date of grant approval.

Grants are available for projects located within the boundaries of VLAWMO. Applicants may be landowners within or associated with a municipal project, municipalities, government agencies, and public entities within VLAWMO. Program grant funds may be received by private landowners if the project is in association with a public project, or identified by a municipality or public agency. Applicants may receive ONE grant per year per property. Therefore, you may not receive a Landscape Level 1 AND a Landscape Level 2 Grant in the same year.

Grant Conditions & Requirements

- Total project cost must be **at least \$5,000**, and the total grant award for qualifying projects may be \$5,000 or greater
- Projects already completed or in progress (construction) are not eligible for grant funding. Grant applications **must** be submitted before installation begins for costs to be eligible for grant funding.
- Materials eligible for reimbursement are those which stay on the property such as infrastructure materials, plants, erosion control blanket, mulch and top soil. The rental of necessary equipment is also eligible. Eligible labor costs must be contracted and are subject to approval by VLAWMO staff. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects.
- Permeable paver projects applying for funding must meet MPCA installation guidelines, treat at least 1,500 sq. ft. of hard surface runoff, and agree to additional maintenance clause in the project grant Agreement.
- Submitted applications are subject to VLAWMO's project scoring chart and /or ranking criteria to determine funding eligibility.
- At least 2 bids or proposals for construction or implementation must be submitted with the application.
- Dependent upon the application and project, VLAWMO may pay and cover design costs through the Ramsey County Soil & Water Conservation Division, or the applicant may count design costs from another contractor, up to \$1,500, towards eligible grant costs.
- Design, technical, and installation labor of crucial infrastructure must be performed by an experienced professional or Engineer, dependent upon the complexity of the project, and at the discretion of VLAWMO. Final plans are subject to professional review and approval by consulting VLAWMO Engineer to ensure design standards, specifications, and pollution reduction values.
- Landscape Level 2 funds may fund municipal projects that implement projects on private property, allowing payment to private property owners.
- Project design, easement, or surveying costs are considered eligible towards grant reimbursement.
- If a project includes erosion or stabilization, at least 50% of the plants must be native to this ecoregion. VLAWMO encourages all vegetation used for stabilization be native species.
- Submitted projects must be for items above and beyond VLAWMO's Development Standards & Rules.
- Costs towards future maintenance elements (work after construction is inspected as complete to approved plans) are **not** eligible towards grant funding or the grant project total cost.
- The Landscape Level 2 Cost Share Application must be approved and the Cost Share Agreement executed between both parties prior to commencement of work for applicable costs to be considered towards grant reimbursement (not including project plan design or engineering).
- Grantee is responsible for securing any and all permits, easements, or land permissions for the project. VLAWMO shall not be held liable and may terminate the executed grant agreement.

- Grantee must agree to maintain the project area for a minimum of 10 years. Maintenance often includes weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, repair or clearing of infrastructure, and other duties to ensure that the project is providing the intended water quality benefit. The site may be inspected by VLAWMO staff on an annual basis to ensure compliance.
- Please note that any submitted information (applications, designs, specifications, cost estimates, bid tabulations, permits, studies, reports, and proof of expenditures) becomes part of the public record.
- VLAWMO reserves the right to withdraw or withhold funding for any project not completed in accordance with these guidelines.
- VLAWMO reserves the right to reject any project design or submitted bid, for any reason.
- The VLAWMO Board of Directors may shift grant funding amounts between Landscape Level 1 and Landscape Level 2 program budgets.
- If the project is funded utilizing State of Minnesota grant funds, separate Technical Quality Assurance standards will be necessary in the Operations & Maintenance Agreement to fulfill state grant funding eligibility requirements. Where the WMO's local policies differ from state standards, the provisions of VLAWMO's grant agreement with the state agency shall prevail.

Selection & Review Process

VLAWMO reserves the right to screen and hold submitted applications, dependent upon completeness, water quality improvement, priority, available or projected budget, and ongoing municipal partner projects and applications that are in-process. Applications are reviewed and scored by staff and/or consulting VLAWMO Engineer, if necessary to determine project eligibility for funding. Funding recommendations are submitted to the VLAWMO Technical Commission (TEC) as timing allows. They will make recommendations regarding approval to the VLAWMO Board of Directors which meets bi-monthly (February, April, June, August, October, and December).

If the application is approved by the VLAWMO Board, the grantee will enter into an agreement with VLAWMO defining the obligations of each partner. This agreement includes, but is not limited to, responsibilities and terms for each party, Operations & Maintenance, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. The agreement must be signed by both parties prior to commencement of work on the project. Funding will only cover work done after the agreement is signed.

Applications may be submitted via email to Brian Corcoran at brian.corcoran@vlawmo.org or via US Mail to:

Brian Corcoran, Water Resources Manager
Vadnais Lake Area Water Management Organization
800 East County Rd E
Vadnais Heights, MN 55127
651-204-6071