

# VLAWMO LANDSCAPE LEVEL 1 GRANT APPLICATION FORM



Vadnais Lake Area Water Management  
Organization 800 County Road E East  
Vadnais Heights, MN 55127  
www.vlawmo.org (651) 204-6071

Please submit form and required materials  
to: TYLER THOMPSON  
[tyler.thompson@vlawmo.org](mailto:tyler.thompson@vlawmo.org)

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

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## PROJECT SUMMARY

ESTIMATED TOTAL COST OF YOUR PROJECT: \$ \_\_\_\_\_ AMOUNT OF GRANT REQUESTED: (\$5,000 MAXIMUM) \$ \_\_\_\_\_

WHEN DO YOU PLAN TO COMPLETE YOUR PROJECT? \_\_\_\_\_

TYPE OF PROJECT THAT WILL BE COMPLETED:

- Raingarden/ Infiltration Basin      Shoreline Restoration       Hard Surface Runoff Reduction       Other

If other, please describe proposed project: \_\_\_\_\_

## PROJECT BACKGROUND

Describe your property: Does your property connect to a lake, stream, ditch, or wetland in VLAWMO? What issues are you planning to address with your project?

Describe how your project will support the goals of the Landscape Grant Program (see guidance materials for more information). Does your proposed project directly reduce, capture, or treat stormwater?

Please briefly describe anticipated maintenance activities of your project.

**PROJECT SPECIFICATIONS**

In order to determine the water quality benefit of your project (amount of stormwater and pollutants captured), specific information is required for VLAWMO staff to perform the calculations. If you are working with a professional landscaper, they should be able to provide you with this information.

TOTAL PROPERTY AREA (Acres): _____	TOTAL PROJECT SIZE (SQ.FT.): _____
IMPERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____	PERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____

IF YOUR PROJECT **INCLUDES INFILTRATION**, PLEASE PROVIDE THE FOLLOWING INFORMATION

SOIL INFILTRATION RATE (INCHES/HR): _____	DEPTH OF RAINGARDEN BASIN (INCHES): _____
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**\*ADDITIONAL REQUIRED ATTACHMENTS\***

TO COMPLETE YOUR APPLICATION, PLEASE INCLUDE:

- Detailed drawing or plan set of the proposed project, drafted by either the landowner or a contractor. Dependent upon the complexity of the project, VLAWMO may require project final designs be completed by a qualifying professional or Engineer. Drawing 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 1 Cost Share Guidance document for eligible project materials that are applicable for grant funding.

\*\*This information, along with the application, may be scanned and emailed to staff at [office@vlawmo.org](mailto:office@vlawmo.org)\*\*

## VLAWMO LANDSCAPE LEVEL 1 COST 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.

VLAWMO's Landscape Level 1 (LL1) Cost Share Program is targeted towards assisting landowners within the Watershed to implement water quality projects. Applicable projects *must* show measurable water quality improvements to be considered for VLAWMO grant funding. **Applications deemed incomplete or not meeting the Grant Policy will not be considered for approval.**

Applicable Landscape Level 1 grant projects aim to accomplish the following:

- Stormwater runoff volume or nutrient loading reduction (volume control and/or total phosphorus)
- Restoration of actively-eroding shoreline
- Streambank restoration of actively-eroding banks for sediment release (washout) reduction
- Water quality improvement or increase in watershed storage capacity
- Protection and preservation of groundwater quality and/or quantity

This is a REIMBURSEMENT grant program. If your project is approved for grant funding, your grant award will be dispersed once a project is **fully completed and is inspected by VLAWMO staff and deemed complete to approved project design**. Available funds will vary each year. Grants are available to those who are property owners within the VLAWMO legal boundary. This is a first-come, first-serve grant program. For most projects, VLAWMO may offer to fund up to 50% of the cost of approved materials and contracted labor at a maximum of \$5,000, though projects that are highly beneficial towards stormwater nutrient and volume reduction (example: raingardens with hard surface drainage, larger shoreline restorations with active erosion, or high volume reduction in Targeted Volume Reduction Zones) may receive up to 75% VLAWMO cost sharing, up to \$7,500. Applications will be evaluated and considered at VLAWMO's monthly Technical Commission (TEC) meetings (second Friday of each month). VLAWMO may elect to offer a full grant or may offer a partial grant, based on the evaluation process, project scoring chart, and program funding availability. Items that are taken into consideration include: connectivity to a water body, impervious surface runoff capture, estimated pollutant and volume reduction, wildlife habitat improvement, and others.

### Project Eligibility

Examples of eligible projects include:

- Raingardens or volume reduction and runoff treatment projects (infiltration basins and trenches, cisterns, green roofs)
- Stormwater filtration, retention, and reuse
- Shoreline and streambank restorations of actively-eroding banks, or obvious sedimentation to downstream waterbody
- Flooding prevention projects with measurable water quality benefits, meeting WCA rules
- Erosion control projects with measurable water quality benefits
- Gully erosion repair and stabilization projects that directly affect or threaten water quality

- Qualifying permeable paver or pavement projects, meeting MPCA design and size guidelines

Examples of *ineligible* projects include:

- Landscaping or decorative projects
- Rock or block decorative retaining walls
- Surface water chemical treatment projects (*not* including alum or spent lime)
- Vegetation restoration with no stormwater treatment
- Erosion control or stabilization with no demonstrated water quality benefit

## Evaluation Criteria

Projects will be scored on the following:

- Are the activities and goals of the project clearly stated and support one or more of the Landscape Grant Program purposes?
- Does the proposed project directly benefit a VLAWMO waterbody or
- Will the project have a direct effect on water resources (lakes, streams, wetlands)? What water resources border or are downstream of the proposed project?
- Has the applicant provided enough detail to determine measurable results (see the project specifications section on the application)? What are the estimated pollutant reductions?
- Has a reasonable budget, work plan, and time line been submitted?
- How much runoff and pollutants (nutrients, sediment, volume of water) will this project capture?
- Other benefits, such as wildlife habitat improvement are considered as well.

## Grant Program Details

- Eligible materials are those which stay on the property such as plants, erosion control blanket, mulch, and drainage infrastructure. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects (rented equipment IS an eligible expense).
- Eligible labor costs must be those expenses associated with a qualified landscaper/contractor and are subject to approval by VLAWMO staff. Ineligible labor would include the use of friends or a volunteer group helping to implement the project. VLAWMO reserves the right to adjust costs submitted for grant reimbursement, based upon final receipts and invoices total cost. Final project design costs (after application approval) are considered eligible towards grant reimbursement total.
- 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.
- For all projects, only native plants and vegetation are eligible towards grant reimbursement, with natives and cultivars of native plants not counting towards reimbursement, but may be planted in the project at the applicant's own expense. Fescue grass seed varieties are the exception, and can be included towards grant reimbursement. You must provide a list of plants that will be used to allow for review and comment by VLAWMO staff.
- Submitted applications are subject to VLAWMO's project scoring chart to determine funding eligibility.
- **Projects completed or in progress of installation are not eligible for funding.** A grant application must be approved for funding and grant agreement must be signed by the applicant and VLAWMO prior to the commencement of work to be eligible for VLAWMO grant funds. However, the landowner may begin

project site preparation before grant approval, but may not be reimbursed for any associated expenses.

- Projects that are installed to meet the requirements of a permit from any organization do not qualify for grants. However, projects that go above and beyond minimum standards will be considered for funding (example: a reconstruction permit requires 200 sq. ft. of infiltration area, though the project is expanded to 300 sq. ft. That extra 100 sq. ft. may qualify for Landscape Level 1 grant funding.)
- 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.
- At least 2 bids for construction or implementation must be submitted with the application.
- A site visit by VLAWMO staff is required once the project is complete to ensure work has been completed, as agreed in the Grant Agreement, before a reimbursement check may be released to the Grantee.
- Grantee must complete project and submit reimbursement request within one (1) year from date of grant approval.
- 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.
- **Grantee must agree to maintain the project area for a minimum of 5-10 years. Maintenance period is specific to project type. Curb cut rain gardens or any projects using State of Minnesota grant funding are subject to an Operations and Maintenance (O&M) Agreement of 10 years. All other projects are subject to an O&M Agreement of 5 years.** Common maintenance includes removal of sediment, weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, 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. VLAWMO staff may provide technical assistance and resources for project maintenance.
- Property owners may receive one Landscape Level 1 grant, every 2 years. If wanting to apply over the course of multiple years to complete projects in phases, your current project must be complete and properly maintained prior to the approval of a subsequent grant.
- 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.

## Selection Process & Deadlines

The VLAWMO Technical Commission (TEC) will consider Landscape Level 1 grant applications at their monthly meetings, held on the 2<sup>nd</sup> Wednesday of each month, until annual grant funds are expended. **Completed applications must be received by the 4<sup>th</sup> Friday of the month to be reviewed and considered for funding before the next monthly Technical Commission meeting date** to allow for ample review time for application recommendation. This is a competitive grant program and proposals that are incomplete will not be considered for funding.

1. Please contact Tyler Thompson to schedule a site visit of your property to discuss your project *before* submitting a grant application
2. After consulting with VLAWMO staff, please move forward with completing your grant application, along with the required project drawings or plans and project budget breakout attachments.
3. Dependent upon the complexity of some projects, VLAWMO may require final design by a qualified professional and/or Engineer. VLAWMO reserves the right for final project design review and approval by consulting Engineer and staff to ensure design standards, specifications, and pollution reduction values.
4. Staff will confirm receipt of your submitted application and will begin the review process, or will inform the applicant if more information or detail is needed.
5. Staff will inform the applicant if their application has passed application scoring criteria and will be heard for approval at the next VLAWMO Technical Commission meeting on the 2<sup>nd</sup> Wednesday of the month.

## Grant Funding Agreement

Each project selected and approved for funding must enter into an Operations & Maintenance (O&M) or Technical Quality Assurances (TQA) agreement with VLAWMO, defining the obligations of the applicant and VLAWMO. This includes, but is not limited to, such items as terms of the agreement, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. Applicant is responsible for securing any and all required permits. Permitting, surveying, or easement costs may be considered towards total project cost and grant reimbursement award amount. This agreement must be signed by both parties prior to commencement of work on the project; funding will only cover work done after the grant application and funding have been approved.

**Please do not hesitate to contact Tyler Thompson with any questions regarding VLAWMO's Landscape Level 1 grant program:**

Brian Corcoran, Water Resources Manager

(651) 204-6075

Email: [brian.corcoran@vlawmo.org](mailto:brian.corcoran@vlawmo.org)

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