

**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 Tyler Thompson, VLAWMO GIS Watershed Technician at [tyler.thompson@vlawmo.org](mailto:tyler.thompson@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. at least 50% of the plants used must be native to this ecoregion. Hybrids of native plants are not counted as native. 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> ~~Friday~~ 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> ~~Friday~~ 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 agreement~~ the grant application and funding has ~~yes~~ been signed approved, ~~and work that was included for funding in the VLAWMO-approved grant application.~~

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

Tyler Thompson, VLAWMO GIS Watershed Technician  
(651) 204-6071  
Email: [tyler.thompson@vlawmo.org](mailto:tyler.thompson@vlawmo.org)

Vadnais Lake Area Water Management Organization  
800 County Rd E East  
Vadnais Heights, MN 55127

# VLAWMO LANDSCAPE LEVEL 2 GRANT APPLICATION FORM



Please submit form & required materials to:  
TYLER THOMPSON  
[tyler.thompson@vlawmo.org](mailto:tyler.thompson@vlawmo.org)  
(651) 204-6071

Vadnais Lake Area Water  
Management Organization  
800 County Rd E East  
Vadnais Heights, MN 55127  
[www.vlawmo.org](http://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       Shoreline or  
Streambank  
Restoration       Stormwater Retrofit       Other

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.): _____
IMPERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____	PERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____

**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 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.

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- 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 Tyler Thompson at [tyler.thompson@vlawmo.org](mailto:tyler.thompson@vlawmo.org) or via US Mail to:  
Tyler Thompson, GIS Watershed Technician  
Vadnais Lake Area Water Management Organization  
800 East County Rd E  
Vadnais Heights, MN 55127  
651-204-6071



## SOIL HEALTH COST SHARE GRANT APPLICATION

### What is VLAWMO's Soil Health Grant?

The Soil Health Grant is a **reimbursement** grant program to inspire, assist, and enable residents to install small-scale watershed best management practices that improve water quality and native habitat within VLAWMO. Applicants may apply for up to \$750 in Soil Health Grant funding, with a 25% applicant project match (example: total applicable project cost is \$1,000, where \$750 would be available for grant funding, and the applicant is responsible for paying \$250 of the project cost). If a project is in either a Targeted Habitat or Volume Reduction Zone, the applicant may apply for up to \$1,000 in grant funding.

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#### Eligible Projects include:

- Native plantings & pollinator gardens
- Pollinator-friendly yards or turf replacement
- Downspout or yard raingardens
- Native planting buffer strips
- Erosion control or stabilization with native species

#### Ineligible Projects include:

- Purely landscaping or decorative projects with no native plant incorporation
- Rock or block decorative retaining walls
- Surface water chemical treatment of nuisance vegetation

### Soil Health Grant Process

Soil Health Grant funding is available to residents for projects **on property** within the VLAWMO watershed boundary, and the grant program **funding** is first-come, first-serve, with limited program funding available for 2021-22. If you are interested in applying for a grant, please contact Tyler Thompson to schedule a site visit on your property to discuss your proposed project and to ask and answer questions regarding the Soil Health Grant process. Applications must be submitted by the 4<sup>th</sup> Friday of the month for review of eligibility, and applications will be considered for funding at VLAWMO's monthly Technical Commission meetings on the 2<sup>nd</sup> **Friday-Wednesday** of each month on the Commission's Consent Agenda.

1. Please contact Tyler Thompson to schedule a site visit of your property to discuss your project *before* submitting a grant application
2. After discussing with VLAWMO staff, please move forward with completing your grant application, along with the required attachments
3. 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
4. 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> **Friday-Wednesday** of the month

## Funding Agreement

Each project selected and approved for funding must enter into an 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 permits for the work. This agreement must be signed by both parties prior to commencement of work on the project; funding will only cover work done after the agreement has been signed, and work that was included for funding in the VLAWMO-approved grant application. **Questions regarding the grant program and completed applications can be sent to:**

Tyler Thompson, VLAWMO GIS Watershed Technician  
(651) 204-6071  
Email: [tyler.thompson@vlawmo.org](mailto:tyler.thompson@vlawmo.org)

Vadnais Lake Area Water Management Organization  
800 County Rd E East  
Vadnais Heights, MN 55127

## 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 reimbursement, based upon final receipts and invoices.
- For all projects, ~~at least 50% of the plants used must be native to this ecoregion~~ only plants and vegetation native to Minnesota are eligible towards grant reimbursement. Hybrids of native plants are not counted as native. You must provide a list of plants that will be used to allow for review and comment by VLAWMO staff. Native restoration projects must be 100% native species. Projects may incorporate non-native or cultivar plants or vegetation within their project, but they are not eligible towards grant funding.
- **Projects completed or in progress 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 will not be reimbursed for any associated expenses.
- A site visit by VLAWMO staff is required once the project is complete, for final project inspection, before a reimbursement check is released to the Grantee.
- Grantee must complete project and submit reimbursement request a closeout inspection within one (1) year from date of grant approval. All receipts and invoices for applicable grant expenses must be submitted to VLAWMO staff for audit and for the grant reimbursement request to begin. Grant reimbursement checks are approved and mailed monthly, after approval by the VLAWMO Technical Commission at their monthly meeting.
- Grantee must agree to maintain the project area for a minimum of 5 years. Common maintenance includes weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, and other duties. 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 grant every 2 years, unless opting into education incentives (below). If wanting to apply

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over the course of multiple years to complete projects in phases, your current project must be complete prior to the approval of a subsequent grant.

### Applicant Landowner Information

Name:
Address of property where project will be implemented:
City, State, Zip:
Phone:
Email address:

### Grant Specifics

ESTIMATED TOTAL COST OF YOUR PROJECT: \$ \_\_\_\_\_ AMOUNT OF GRANT REQUESTED: (\$750 MAXIMUM) \$ \_\_\_\_\_  
(\$1,000 Maximum if within Targeted Priority Zone)

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

PROJECT TYPE:

Raingarden  Native Restoration/Pollinator Planting  Turf Replacement  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 is the purpose of your project?

Describe how your project will support the goals of the Soil Health Grant Program (see guidance page 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 of the proposed project, drafted by either the landowner or a contractor.
- Detailed project budget estimate with clear cost and material breakouts that equate to your total project cost estimate.

**\*\*This information, along with the application, may be scanned and emailed to VLAWMO GIS Watershed Technician, Tyler Thompson (tyler.thompson@vlawmo.org)\*\***

Opting in to the education incentives would allow reapplying for Soil Health Grant funds the consecutive year after being awarded grant funding. Incentives entail committing to three of the following four options for 2 years:

1. Documenting seasonal photos, organizing them, and sending them to VLAWMO via jump drive or email, to show the progress and growth of the project.
2. Provide a neighborhood spotlight article featuring a photo of participants posing in front of the project, as well as a mini-interview 1-2 years after the project was installed to speak to their experience in install, maintenance, any problems, and enjoyment for others to learn from.
3. Participate as a host site for VLAWMO's annual neighborhood BMP tour working in conjunction with VLAWMO Master Water Stewards.
4. Help coordinate VLAWMO's annual native plant swap with Master Water Stewards. This entails saving seeds, dividing and potting mature plants for sharing with other residents or public raingardens, or taking plants from the plant swap for the home project as needed.

Projects must be maintained for a minimum of 5 years, and applicants must be willing to participate in VLAWMO's Education & Outreach and project sharing efforts. The applicant is responsible for Project maintenance items referenced in the Soil Health Grant Guidance document for a 5 year period, after Project completion. VLAWMO is not responsible for completing maintenance activities, but will assist with staff guidance. A project may be visited and inspected by VLAWMO staff during the 5 year maintenance period. Please inform VLAWMO if you move within the 5 years of project implementation so we may provide the new owners with information and guidance on the Project.

**Are you willing to commit to the following Soil Health Grant requirements?**

- **Maintain the project for at least 5 years after its implementation?**      **YES**      **NO**
- **Participate in VLAWMO's outreach and project sharing efforts?**      **YES**      **NO**
- **Do you understand that your Project may be visited and inspected by a VLAWMO representative during the 5 year Project maintenance period?**      **YES**      **NO**

Please print and sign below to indicate that the above information and attachments are accurate and complete, and constitute a complete and submitted grant application. If approved by the VLAWMO Technical Commission or Board, a VLAWMO staff signature will constitute an executed grant agreement between the grantee and the Vadnais Lake Area Water Management Organization (VLAWMO).

**APPLICANT/GRANTEE**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**VLAWMO STAFF**

Signature \_\_\_\_\_ Date \_\_\_\_\_





## RAIN BARREL COST SHARE GRANT APPLICATION

Send completed application to: Tyler Thompson, GIS Watershed Technician;  
800 County Road E East, Vadnais Heights, MN 55127  
*Scanned, completed applications and proof of purchase may also be emailed  
to [tyler.thompson@vlawmo.org](mailto:tyler.thompson@vlawmo.org)*

For any questions, please contact Tyler Thompson at (651) 204-6071 or [tyler.thompson@vlawmo.org](mailto:tyler.thompson@vlawmo.org)

Through this program, residents or landowners may purchase and receive cost share reimbursement up to two (2) rain barrels, and applicable installation equipment, per grant year. VLAWMO will reimburse up to 50% of the cost, up to \$100 for each rain barrel. The total reimbursement cannot be more than \$200. Copies of receipts of payment for the rainbarrels must be submitted to receive reimbursement. Rainbarrel purchased must be clearly stated on the receipt as proof of purchase. Proof of purchase may not be more than 2 years past the day the application is received or post-marked. Reimbursement will come on a first come, first serve basis until the annual funds are exhausted.

Staff reserves complete discretion upon materials that qualify as a “rain barrel”, qualifying cost share percentages, and reimbursement amounts. VLAWMO staff reserves the right to inspect rain barrel grant award projects for up to 5 years after grant approval. Rain barrels that receive VLAWMO funding must stay within VLAWMO’s boundary. With their signature, the grantee agrees and certifies that the reimbursement-approved rain barrel will be implemented as a rain water capture device or cistern in its intended purpose, within VLAWMO boundaries. VLAWMO staff reserves the right to refuse future grant funding applications, for all grant programs, if these criteria are not met.

### APPLICANT LANDOWNER INFORMATION

Name:
Address of property where rain barrel(s) will be implemented:
City, State, Zip:
Phone:
EMAIL:
SIGNATURE & DATE:

\*Please include proof of purchase, scanned or original, upon submittal

Amount of Grant Request Amount (50% total purchase price): \$

Number of rain barrels purchased (limit 2):

\*Please include proof of purchase, scanned or original, upon submittal