1. Application

The joint application form for the RCWD Stormwater Management Grant Program and BWSR Watershed-Based Funding Pilot Program (WBFPP) can be downloaded from the RCWD’s website at [http://www.ricecreek.org/grants](http://www.ricecreek.org/grants). A complete application, including a preliminary conceptual design, pollutant reduction estimates and detailed cost estimate must be submitted for RCWD review to ensure consistency of the project with RCWD water quality and/or flood control goals and objectives. *All sections (I through XII) on the application form are required.*

2. Timetable

Applications will be accepted and reviewed according to the following tentative schedule:

<table>
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<tr>
<th>Application Deadline</th>
<th>Citizen Advisory Committee Review</th>
<th>Public Hearing and Final Board Action</th>
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<tr>
<td>December 31, 2019</td>
<td>February 5, 2020</td>
<td>February 26, 2020</td>
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3. Funding Availability, Local Match & Eligible Costs

For 2020, available grant funding through this opportunity is anticipated to be as follows:

- **RCWD Stormwater Management Grant:** $300,000
- **BWSR WBFPP (Anoka County):** $0
- **BWSR WBFPP (Ramsey County):** $20,790
- **BWSR WBFPP (Washington County):** $0
- **Total Funding Availability:** $320,790

WBFPP funds are split into allocations for each county and applications for those funds will only compete against other applications within the respective county. In 2019, all WBFPP funds available in Anoka and Washington Counties were encumbered to successful applications. In Ramsey County, $20,790 in WBFPP remained available and is being offered in 2020. WBFPP funds may only be used for surface water quality improvement projects.

For WBFPP approved projects, the applicant is required, at a minimum, to provide local matching funds in an amount of 10% of the grant award. RCWD’s funds may not be used to cover this 10% local match; however, WBFPP and RCWD funds may be requested together in the same application if a project’s proposed budget is large enough to warrant use of both funding sources.

For approved projects, the RCWD may offer grant funding of up to 50% of eligible project costs, typically not to exceed $100,000 per project. Stormwater reuse irrigation project applications approved for RCWD funds may be offered funding at a level of $10,000 per acre irrigated,
provided that adequate stormwater supply and storage are available and/or constructed as a part of the project. This may result in a stormwater reuse irrigation project being offered more than $100,000. Proposed projects that are required for compliance with a RCWD permit are not eligible unless the proposed outcomes exceed RCWD permit requirements. Stormwater reuse projects are exempt from this exclusion, but if required for compliance, are only eligible for RCWD funds (not WBFPP funds).

Eligible project costs generally include construction materials, labor, engineering and public engagement costs, subject to RCWD approval. The RCWD Board of Managers reserves the right to (1) offer additional funding to projects that result in multiple District-wide or regional benefits, (2) offer grant funding to a selected project for less than the requested amount, and/or (3) offer grant funding for only a specific portion(s) of a selected project.

4. **Application Scoring**

Each application will be independently reviewed by RCWD staff, the RCWD engineer, and the RCWD Citizen Advisory Committee (CAC). Applications will be scored using the following criteria:

<table>
<thead>
<tr>
<th>Ranking Criteria</th>
<th>Maximum Possible Points</th>
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<tbody>
<tr>
<td><strong>Project Description:</strong> The project description succinctly describes what results the applicant is trying to achieve and how they intend to achieve those results.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Prioritization (Relationship to Plans):</strong> The proposal is based on priority protection or restoration actions listed in or derived from the RCWD Watershed Management Plan, an approved City local water plan, or another recognized water quality or flood control study.</td>
<td>15</td>
</tr>
<tr>
<td><strong>Targeting:</strong> The proposed project addresses identified critical pollution sources or risks impacting the water resource(s).</td>
<td>15</td>
</tr>
<tr>
<td><strong>Measurable Outcomes:</strong> The proposed project has a quantifiable reduction in surface water pollution, flood risk, and/or groundwater usage and directly addresses the water quality, flooding or groundwater use concern identified in the application.</td>
<td>20</td>
</tr>
<tr>
<td><strong>Cost-Effectiveness:</strong> The application identifies a cost-effective and feasible solution to address the non-point pollution, flood control, and/or groundwater use concern(s).</td>
<td>20</td>
</tr>
<tr>
<td><strong>Project Readiness:</strong> The application has a set of specific activities that can be implemented soon after grant award.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Engagement Opportunities:</strong> The application identifies specific outreach efforts that will be effective in educating the public about the project.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points Available</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

Staff, engineer, and CAC scores will be aggregated into an average final score and all applications will be ranked by final score. Remaining Ramsey County WBFPP funds will be first allocated to the top-ranking water quality improvement project(s) in Ramsey County, until all funds are
exhausted, or all eligible applications have been awarded WBFPP funds. Next, the entire ranked list of applications (water quality and flood control) will be allocated RCWD grant funds in order of rank until funds are exhausted or all eligible projects have been awarded funds.

The RCWD Board will make a final decision on which proposals are funded and at what amount; the final decision may vary from the description above. An application may be awarded RCWD funds, WBFPP funds, or both. Applications that are not selected for funding may be resubmitted for consideration in a future year, subject to the availability of the respective program. Submittal of an application, regardless of funding availability, does not guarantee acceptance into the program.

5. **Grant Agreement & Schedule**

Upon formal acceptance into one or both programs by the RCWD Board, a grant agreement will be provided to the grant recipient and must be executed and returned to the RCWD within 60 days. If an executed agreement is not received by the RCWD before the specified date, encumbered funds may be withdrawn and made available for reallocation to another project. Projects funded in 2020 must be completed by October 31, 2022 and all financial and other required information must be submitted to the RCWD by December 30, 2022.

*Exception: Project(s) receiving Ramsey County WBFPP funds in 2020 must complete their project by October 29, 2021 and submit all financial and other required information to the RCWD by December 30, 2021.*

6. **Design & Maintenance Plan**

Projects must be designed by a licensed Professional Engineer or Landscape Architect. Final design specifications and calculations must be submitted for RCWD review and approval prior to initiation of the project. Failure to obtain RCWD approval of the project design plans may result in cancellation of the grant agreement. An operation and maintenance plan must also be submitted to the RCWD before any grant funding may be dispersed. Project maintenance and monitoring is the sole responsibility of the applicant. RCWD will not accept any maintenance or monitoring responsibility for projects funded through this program.

7. **Bids & Permits**

Successful applicants must provide the RCWD with information on bid tabulation or contractor quotes, the applicant’s issued notice to proceed, and certification by the applicant that all necessary permits and approvals have been obtained. Acquisition of required permits and approvals will be the sole responsibility of the applicant.

8. **Property Ownership**

If the project is proposed to be built on property that is not owned by the applicant or is not currently subject to an easement owned by the applicant, a signed letter of concurrence shall be submitted by the landowner indicating their understanding that the applicant is seeking funds for a project proposed to be built on the landowner’s property and that the landowner intends to work with the applicant to arrange for a transfer of title to the property or conveyance of a
perpetual easement over the project area or some other form of permanent agreement to allow access for construction, operation and maintenance of the project. Failure to obtain adequate access to the subject property prior to commencement of the project will result in cancellation of the grant agreement.

9. **Public Engagement**

For implementation project applications, applicants must incorporate a public engagement component into the project. Possible options include installation of permanent project signage or hosting a public tour of the project. Other unique ideas are welcome. RCWD staff can be made available to assist successful applicants with this component of the project. Direct costs associated with the educational component may be included in the total estimated project cost.

10. **Project Payment**

The grant agreement will typically allow for 50% of either RCWD or WBFPP funds to be disbursed to the grantee upon RCWD approval of final project design and maintenance plans, if requested by the grantee. In all cases, final payment will only be made upon project completion. Applicants must provide paid invoices and documentation that the project was completed according to the approved design standards, specifications and pollution reduction values, in addition to any other documentation that RCWD staff may require. Educational components of implementation projects (signage, tours, etc.) must be installed and/or complete prior to disbursement of the final grant payment.

11. **WBFPP-Specific Requirements**

Applicants selected to receive WBFPP funds must comply with BWSR requirements including Prevailing Wages (Minn. Stat. §§177.41 through 177.44), Municipal Contracting Law (Minn. Stat. §471.345), and Project Signage (Minn. Laws 2010, Chapter 361, article 3, section 5 (b)). BWSR’s Native Vegetation Establishment and Enhancement Guidelines (June 2017) must also be followed.

12. **Conformance to Guidelines**

The RCWD reserves the right to withdraw or withhold funding for any project not completed in accordance with these guidelines.

13. **Submitted Information**

Any submitted information, including applications, conceptual designs, cost estimates, bid tabulations, final designs and specifications, permits, studies and reports, and proof of expenditures becomes part of the public record.