



# Rice Creek Watershed District Stormwater Management Grant 2025 Program Guidelines

## 1. Application

The application form for the RCWD Stormwater Management Grant Program can be downloaded from the RCWD’s website at <http://www.ricecreek.org/grants>. A complete application, including a conceptual design, pollutant reduction estimates, volume reductions 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 (1 through 13) on the application form are required.** Program applications must be submitted to the RCWD no later than 4:30pm on Thursday, December 19, 2024. Prior to submittal, applicants are required to reach out to RCWD staff and the District engineer for a pre-application meeting to discuss the proposed project.

## 2. Proposal Review Schedule

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

<i>Application Deadline</i>	<i>RCWD Citizen Advisory Committee Review</i>	<i>RCWD Board Public Hearing</i>	<i>RCWD Board Final Action</i>
<b>December 19, 2024</b>	February 5, 2025	February 12, 2025	February 26, 2025

## 3. Funding Availability, Local Match & Eligible Costs

The RCWD plans to make available up to \$300,000 in funding for the 2025 program year. 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 stormwater treatment projects that are required for compliance with RCWD Rule C are not eligible unless the proposed outcomes exceed RCWD permit requirements. Stormwater reuse projects are exempt from this exclusion. Any RCWD Rule C water quality treatment credits created by a stormwater reuse project may not be used to satisfy RCWD Rule C requirements for other projects that either (1) drain to a different Resource of Concern, or (2) are located downstream from the proposed stormwater reuse project.

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). Staff, engineer, and CAC scores will be aggregated into an average final score and all applications will be ranked by final score. Funding will be proposed by RCWD staff for allocation in order of rank until funds are exhausted or all eligible projects have been awarded funds.

Applications will be scored using the following criteria:

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

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

## 5. Grant Agreement & Schedule

Upon formal acceptance into the program by the RCWD Board, a grant agreement will be provided to the grant recipient and must be executed and returned to the RCWD. If an executed agreement is not received by the RCWD on or before May 30, 2025, encumbered funds may be withdrawn and made available for reallocation to another project. Projects funded in 2025 must be completed by October 29, 2027, and all financial and other required information must be submitted to the RCWD by December 31, 2027.

## 6. Design & Maintenance Plans

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 approval of the project design plans in writing from RCWD prior to construction may result in cancellation of the grant agreement.**

An operation and maintenance plan must be submitted to the RCWD before any grant funding is dispersed. The plan must identify the individual(s) responsible for long-term maintenance and monitoring and include an anticipated maintenance and monitoring schedule. Project maintenance and monitoring is the sole responsibility of the applicant and RCWD will not accept any maintenance and 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 agency approvals have been obtained. Acquisition of required permits and approvals will be the sole responsibility of the applicant. Grant approval does not supersede any potential permit requirements (Agency, RCWD, etc.).

## 8. Property Ownership

RCWD prefers that proposed projects be located on property that is either owned by the applicant or subject to a perpetual easement in favor of the applicant. If not, 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, recording of a perpetual easement over the project area, or some other form of permanent agreement to allow the applicant's legal access to the property for construction, operation and long-term 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**

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 public engagement component may be included in the total estimated project cost.

## **10. Reporting**

Annual written progress reports are due to RCWD by December 31<sup>st</sup> each year the grant is active, including any extensions. The first report for the 2025 Stormwater Management Grant program will be due December 31, 2025. Reports must include, at minimum, (1) a summary of project activities completed in the current year, (2) an updated timeline for project completion, (3) a summary of project expenditures to date, (4) Photos of BMPs if construction has started. A template for reporting will be provided upon grant award.

## **11. Project Payment**

The grant agreement will allow for disbursement of 50% of the grant funds to the grantee upon RCWD approval of final project design and maintenance plans, if requested by the grantee. Final payment will only be possible 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 estimates, in addition to any other documentation that RCWD staff may require. Public engagement components of implementation projects (signage, tours, etc.) must be installed and/or complete prior to disbursement of the final grant payment.

## **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.