



BEST MANAGEMENT PRACTICES ASSISTANCE FOR INDIVIDUALS

Application Steps

The Valley Branch Watershed District (VBWD) Best Management Practices (BMP) **Assistance for Individuals Program** provides technical assistance and up to \$5000 per pound of phosphorus treated or retained on site by implementing a BMP project to improve surface water quality of our lakes, streams, and wetlands. Experts in erosion, landscaping, and water quality issues help individuals plan and implement projects such as shoreline stabilization, gully repairs, raingardens, and more. In return for the assistance, the landowner must maintain the constructed improvements for a minimum of five years. For basic habitat enhancement projects, please refer to the **Plant Grant Program**. For municipal and multi-landowner projects, please refer to the **Community Grants Program**. **NOTE:** Projects must be completed within one year of approval to receive a grant. Approved programs not completed may apply for a one year extension by submitting a **Grant Program Extension** form.

Step 1:

Contact the VBWD BMP Grant Coordinator Tara Kline at 651.330.8220 x28 or email her at tara.kline@mnwcd.org for more information or to schedule a site visit. This visit is a free service provided to landowners within the Valley Branch Watershed District through a partnership between VBWD and the Washington Conservation District.

A VBWD representative will meet with you at your property, work with you to identify areas of concern, and discuss potential BMP projects that fit both the issues and your needs.

Step 2:

For VBWD representatives to proceed with the development of detailed plans for the project identified in Step 1, complete Part 1 of this application. Complete and submit Part 1 to the VBWD BMP Program c/o Washington Conservation District, 455 Hayward Ave N. Oakdale, MN 55128. All applications will need to be submitted prior to the first Thursday of each month for that month's review.

Once your application is received, VBWD representative will develop a concept design and preliminary cost estimate for your project. VBWD representative may need to return to your property to take measurements and will need to meet with you again to review concept designs and cost estimates.

Step 3:

To apply for cost share, fill out and sign Part 2 of the application and submit it to the VBWD BMP Program at the above address. Concept designs are required as part of a completed application. Deadlines for completed applications are on the first Thursday of February, May and August.

Applications will be reviewed and ranked against other applications at the second regular Board meeting following these submittal dates. If your project is approved for cost share, VBWD representatives will work with you to implement the project. If your cost share request is not approved, you may request continued technical assistance from VBWD representatives.

Step 4:

Upon completion of the project, all receipts for project expenses will need to be submitted to the VBWD BMP Program at the above address. Project must be completed within one year of VBWD Board approval date.

Once the project installation has been completed and approved, all receipts for the project have been received, and the VBWD Board has approved payment, the grant funding amount will be reimbursed to the applicant. Payments may take up to 90 days to process.

Part 1 – Assistance for Individuals Applicant Information

Completing Part 1 of this application indicates a request for technical assistance only. Part 2 of this application is required only if cost share is requested and need not be completed before VBWD representative has conducted a site visit.

Name		
Mailing Address		
City	State	Zip Code
Home Phone	Work/Cell Phone	
Email Address		
Project Address (if different from mailing address)		
City, Zip	Waterbody (if applicable)	
Describe the surface water related concerns and project options you want to pursue for your property. Use additional sheets if necessary.		
Will you have your own contractor or consultant develop plans for this project? If so, please provide contact information.		
Are you interested in providing your own labor for all or a portion of this project (either personally or a contractor)? Please describe.		
Are you willing to be responsible for maintaining the improved site if it is funded?		
Signature of Applicant. I certify the above information is true and accurate.		Date

Part 2 – Assistance For Individuals Cost Share Contract

I (we) the undersigned, the Landowner, do consent to participate in the Valley Branch Watershed District (VBWD) Best Management Practices **Assistance for Individuals Program** and further request technical assistance and cost share dollars to help defray the costs of installing the project listed on the second page of this contract and detailed in the attached plan sheets. The Landowner’s signature indicates their agreement to and understanding of the following:

1. The VBWD representative(s) have access to the parcel where the project will be located throughout the duration of the project implementation.
2. The VBWD representative(s) will coordinate the initial design and installation of the project and provide guidance for on-going maintenance and operations unless otherwise described in **Attachment A: Landowner Implementation Responsibilities**.
3. The Landowner agrees to work with VBWD to obtain all permits required in conjunction with the installation and establishment of the project prior to starting construction of the project. The Landowner agrees to sign permit applications and provide proof of Landowner property ownership where the project is planned.
4. The Landowner agrees to participate in future operation and maintenance activities for the project listed as described in **Attachment B: Operation and Maintenance Plan** included with this agreement.
5. Should the Landowner remove or replace the project during its effective life, a minimum of 5 years, the Landowner is liable to the VBWD for the full amount of financial assistance received to install and establish the project on the Landowner’s property. The Landowner is not liable for cost-share assistance received if (in the judgment of the VBWD) a failure of the project was caused by reasons beyond the Landowner’s control, or if project(s) are applied at the Landowner’s expense that provide equivalent protection of the soil and water resources. Any exception to this will need approval by the VBWD Board.
6. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the Landowner who signed this contract to advise the new owner of the Project and to notify the VBWD of the transfer of title.
7. Any future replacement project proposed for installation by the Landowner must be planned and installed in accordance with technical standards and specifications of the VBWD.
8. Items of cost for which reimbursement is sought directly by the Landowner must be pre-approved by VBWD and supported by invoices/receipts for payments and will be verified and approved for payment by the VBWD Board as practical and reasonable. The VBWD Board has the authority to make adjustments to the costs submitted for reimbursement.
9. This contract, when approved by the VBWD Board, will remain in effect unless canceled by mutual agreement except where installations of projects covered by this contract have not been started within one year from the date of the Board approval of this contract; this contract will be automatically terminated on that date. Projects will be installed within one year from the date of Board approval unless this contract is extended by the VBWD Board. Landowners wishing to extend the date should provide a **Grant Program Extension Form** to the Board.

Signature of Applicant

Date

Part 2 – Assistance For Individuals Cost Share Contract

Permit Information (project may not begin until all **required** permits are received)

Permit	Required	Date Submitted	Date Received	Permit #
VBWD (fee waived for Cost Share Projects)	YES			
City/Township/County Grading	Y or N			
DNR Aquatic Plant	Y or N			
DNR Public Waters	Y or N			
Wetland Conservation Act	Y or N			
MPCA Feedlot	Y or N			
MPCA NPDES	Y or N			
Army Corps	Y or N			
National Park Service	Y or N			

Technical Assessment and Cost Share Estimate

Project Description	Total Estimated Cost

I have reviewed the site where the above listed project is to be installed and find that it is needed and that the estimated quantities and costs are practical and reasonable.

VBWD Technical Representative

Date

VBWD Board Cost Share Approval

Date application received	Contract Number	Cost share amount approved (may not exceed 50% of total estimated costs)
VBWD Board Representative		Board meeting date approved

Payment Authorization

Total eligible expenses from receipts	Amount authorized for payment (may not exceed cost share amount approved)
VBWD Board Representative	
Board meeting date approved	

Attachment A: Landowner Implementation Responsibilities

I hereby agree to complete the following tasks as a part of the implementation of the project listed in the Cost Share Contract. I understand that completion of the project depends on completion of these tasks in a timely manner and that the VBWD Board will not authorize payment of cost share until all implementation tasks are complete and inspected. Should a subcontractor be designated to perform any of the designated Landowner responsibilities as follows, the Landowner is ultimately responsible for work performed by the subcontractor.

Landowner Task List

- A. It is the responsibility of the Landowner to obtain all necessary permits for the project.
- B. It is the responsibility of the Landowner to ensure that all underground utilities have been marked at least 48 hours prior to construction, including private utilities such as cable, invisible dog fence, etc. that would not be marked by Gopher State One Call (651-454-0002).
- C. The Landowner is responsible for applications of herbicides when needed for the project according to label instructions to turf and invasive plants (in most cases, the chemical glyphosate). Below the ordinary high water line or within 10 feet of the water, only the aquatic formulation of herbicide, which is considered nontoxic to fish, will be used. Allow 10 to 14 days prior to construction for the herbicide to work. If green spots remain, spray again at least 2 days before planting and cut back any weeds.
- D. If a contractor will be utilized for the installation of the BMP, two or more bids for the project must be received. Generally, the lowest responsible bid must be accepted. The designated contractor must work with VBWD representatives to properly install the BMP design according to specifications. Improperly installed designs do not qualify for cost-share assistance.
- E. The Landowner is acting as the project coordinator and/or contractor. He or she is responsible for the coordination, purchasing, and delivery of all materials and equipment needed to properly perform the installation. All installation shall be done to plan specifications.
- F. The Landowner is responsible for keeping track of and providing all receipts for materials that will be reimbursed. The receipts will be provided to the board for review prior to reimbursement of cost-share funds.

List other tasks unique to this project below:

Signature of Applicant

Date

Attachment B: Operation and Maintenance Plan

The following outlines the responsibilities of the applicant in the operations and maintenance of the installed project during the contracted 5-year operations period to ensure the continued function of the project as designed. Should a subcontractor be designated to perform any of the designated Landowner responsibilities as follows, the Landowner is ultimately responsible for work performed by the subcontractor.

- A. Watering needs will vary depending on the soil, weather, and temperature at the time of planting. Plants will need to be watered 1-2 inches per week for the first 3-4 weeks after planting and then less frequently depending on the amount of rain received. Plants installed in pure sand may need daily watering of ½ inch or more in the first month. Adequate watering in the first season is one of the most important factors in a successful planting.
- B. Weed invasive species on an ongoing basis either by hand pulling or treating selectively with herbicides. Always follow instruction on the herbicide label and use only aquatic formulations of an herbicide within ten feet of the water. Plant and weed identification assistance is available from VBWD representative.
- C. Plant spacing specifications take into account that some plants will not survive and the remaining will fill in the small gaps, but the Landowner is responsible for replacing plants if there is a high mortality in a relatively large area. Plants should be replanted according to the plants that were originally specified on the design, or an acceptable substitute should be installed according to the hydrologic character or zone of the replanting area.
- D. Notify VBWD representative if at any time the project is not functioning as designed.
- E. List other tasks unique to this project below.

Signature of Applicant

Date

Attachment C: Project Plans and Cost Estimate

Project plans and cost estimates may be completed by VBWD representative or by a qualified consultant and will be attached to this contract. Plans and estimates submitted by a consultant will be reviewed and approved by VBWD representative.

The applicant's signature below indicates that the applicant approved the attached plan.

Signature of Applicant

Date