

# Stewardship Cost Share Policies 2025

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## IMPORTANT MESSAGES



**DON'T BUY OR PRE-PAY FOR ANYTHING BEFORE YOU HAVE A SIGNED AGREEMENT!** If you intend to apply for a cost-share, do not purchase materials, supplies, services, or anything else related to the potential cost-share project. *The only exception to this is a design fee, which is the only project cost that may be incurred before a cost-share agreement has been signed.* We strongly recommend not signing a contract with a consultant before your project has been approved for a cost-share unless you are committed to doing the project without receiving a cost-share.



**YOU ONLY HAVE 12 MONTHS TO INSTALL A PROJECT ONCE YOU HAVE SIGNED THE AGREEMENT.** If you cannot install a project in 12 months, this cost-share program may not be a good fit for you. We understand that issues may arise during that may impact the installation timeline; if you feel that you may need a bit more time to complete your project, reach out to the cost-share coordinator as soon as possible to discuss potential extension of the installation deadline.



**REVIEW THE REQUIREMENTS FOR YOUR PROJECT TYPE BEFORE SUBMITTING AN APPLICATION.** Pay close attention to what is and is not allowed for a project. Review the list of required documents for all projects. If your project is a Habitat Restoration, Natural Shoreline Restoration, or Waterbody Buffer, you will need to submit a design plan and a maintenance plan with your application.



**IF YOUR PROJECT TYPE REQUIRES NATIVE PLANTS, REVIEW THE NATIVE PLANT REQUIREMENTS.** Understand what plants are considered native and the minimum number of species. You will need to provide a detailed plant list including scientific name, bloom time, quantity, container size, and price for each plant species.



**IF YOU APPLY AS A RESIDENTIAL PROPERTY OWNER, YOU MUST FILL OUT AND SUBMIT YOUR COST-SHARE APPLICATION – A CONSULTANT IS NOT ALLOWED TO SUBMIT AN APPLICATION FOR YOU.** Documents from your consultant, such as detailed quote and design plan, may be submitted with your application. You must be the primary contact if you are awarded a cost-share.



**IF YOU ARE OFFERED FUNDS FOR PROFESSIONAL MAINTENANCE FOR 3 YEARS, YOU MUST FOLLOW THROUGH WITH THIS COMMITMENT.** The cost-share review committee considers an applicant's intention to hire a professional to maintain a habitat/shoreline/buffer restoration when making a cost-share offer. If you don't follow through, we may rescind the cost-share agreement.

## DEFINITIONS

### APPLICANT CATEGORIES

<b>Resident</b>	To qualify for the resident applicant category, you must OWN and RESIDE upon the residential-zoned property for which a cost-share is sought. If you reside in a multi-unit development (e.g. townhomes, condos), you and not the homeowner's association must own the property for which a cost-share is sought.
<b>Non-profit</b>	To qualify for the non-profit applicant category, you must be a representative of an organization legally recognized as a non-profit in Minnesota. The non-profit organization must OWN the property for which a cost-share is sought. Examples: homeowners associations, lake associations, churches, charities.
<b>School</b>	To qualify as a school, you must be a representative of a state-recognized public or private school; the school (e.g. school district) must OWN the property for which a cost-share is sought. A homeschool does not qualify as a school for the purposes of the cost-share program.
<b>Business</b>	To qualify as a business, you must be the owner of a legal entity organized for profit. The business owner must also OWN the property for which a cost-share is being sought, though exceptions may be made.
<b>Local government</b>	To qualify as local government applicant, you must be an employee or official representative of a local unit of government (LGU), such as a city, located within RPBCWD. The LGU must OWN the property for which a cost-share is sought.

## PROGRAM SUMMARY

The Stewardship Cost-share program offers financial support and resources for clean water projects to owners of properties within the Riley Purgatory Bluff Creek Watershed District (RPBCWD).

The Stewardship Cost-share program funds projects that

- Have quantifiable benefits to water quality, habitat, and/or flood reduction.
- Support the Watershed District's 10-year Plan goals.

**Application period:** The typical application season begins in late winter/early spring and runs through the end of October. This may vary depending on availability of funds or other reasons. For the most up-to-date information about the application period, check the cost-share webpage, [rpbcwd.org/grants](http://rpbcwd.org/grants). The application period may close early if all cost-share funds have been committed.

2025 COST-SHARE APPLICATION WINDOWS		
Application Window	Timeframe	Eligible Applicants
1	Feb 15 – May 15	First-time applicants only
2	May 16 – Oct 31	All applicants

**Project installation:** Cost-share recipients have one year (12 months) to complete their project. If unforeseen circumstances delay a project, the participant may request an extension by email to the cost-share coordinator, who will decide if an extension is warranted or if the cost-share agreement will be allowed to expire.

**Cost-share payment:** Cost-share funds are distributed in the form of a reimbursement after the project has been installed and recipient reporting requirements have been met. Timing of reimbursement will depend upon where the District is within its monthly financial cycle as checks are only cut once per month.

## WHO MAY APPLY?

**Owners of property located within the district boundary may apply for the Stewardship Cost-share Program.** For a residential property, an application must be submitted by the property owner. For non-residential property owners, an authorized representative may apply on behalf of the property owner.

Eligible applicant categories include:

- Resident (individual homeowner)
- Non-profit (non-profit organizations including homeowner and lake associations)
- School
- Business
- Local government (e.g. cities)

See [DEFINITIONS](#) for how we define each applicant category.

## WHAT PROJECTS ARE ELIGIBLE?

The Stewardship Cost-share Program funds water resource improvement and protection projects that have quantifiable benefits to water quality, habitat, and/or flooding. Projects with a greater benefit to water quality or those that achieve multiple District goals will be considered for the maximum cost-share awards. All projects must take place within the watershed district boundary on property owned by the individuals or organization.

### The eight eligible project types

SMALL PROJECTS		ELIGIBLE LOCATIONS
1.	<b>Native Plants</b>	Not limited
2.	<b>Turf Alternative</b>	Not limited
3.	<b>Rain Barrel</b>	Residential property
LARGE PROJECTS		ELIGIBLE LOCATIONS
4.	<b>Habitat Restoration</b>	Not limited
5.	<b>Lake Shoreline Restoration</b>	Shorelines of major lakes*
6.	<b>Waterbody Buffer Restoration</b>	Adjacent to waterbody (pond, wetland, lake, creek)
7.	<b>Stormwater BMP</b> (To qualify, a project must be listed within and meets specifications in the <a href="#">Minnesota Stormwater Manual</a> )	Not limited
SHORELAND HEALTH		ELIGIBLE LOCATIONS
8.	<b>Shoreland Health Planting</b>	Residential lot or deeded residential lake access lot; shoreland of major lakes*

\* Major lakes within the watershed district: Ann, Duck, Hyland, Lotus, Lucy, Mitchell, Red Rock, Rice Marsh, Riley, Round, Silver, Staring, Susan

## What project components are eligible?

Eligible components/costs vary by project type. Some project types may cover the purchase of materials, equipment rental, or services (labor) needed for the project as approved in the cost-share agreement. Other project types will be limited in what qualifies as an eligible cost. For example, native live plants and seeds are the only eligible costs for a Native Plant Project.

When a project application is evaluated, some components or elements may be identified as a non-eligible project cost. For example, aesthetic elements such as stepping-stones and bird baths will be marked as non-eligible. This does not necessarily mean you can't include these elements within your project area, but they will not be eligible for Stewardship Cost-share cost share funds, and you should avoid having these items in your itemized cost estimate.

Eligible project components may include:

- Consultant design fee (*this is the only cost that may be incurred before a cost-share is awarded*)
- Site preparation activities
- Erosion control materials (if mulch is used, only non-dyed mulch is eligible as a cost-share cost)
- Seeds and plants
- Professional labor
- In-kind credit (if approved during the cost-share application phase; see [In-kind Contributions](#))

### *Mulch Eligibility*

All-natural mulch may be an eligible expense for a project when it is used for erosion control and/or conserving soil moisture for new live plantings. To be eligible, **wood mulch must be non-dyed** as dyes may harm plant and soil health. Consider using weed-free straw mulch as a less expensive option. Note that for projects where habitat restoration is the goal, mulch will only be needed in the installation phase until the plantings begin to fill in and produce their own mulch in the form of dead plant material.

## Project estimate/quote requirements

Whether you develop the project estimate yourself or get an estimate quote from a contractor, your estimate must be itemized with separate line items for materials and labor. On an estimate, we will be looking for:

- Item name
- Item description/purpose
- Quantity
- Price each

If you submit an estimate with a total cost but no line items costs, we will notify you and place your application on hold until you meet requirements. Make sure that any contractor you get a quote from has labor as a separate line item from materials.

**If you plan to hire a contractor to do work beyond the potential cost-share project, get a separate quote for this additional work.** A quote that from a contractor that includes a lot of non-cost-share project elements makes it difficult for staff to evaluate the application. Invoices and receipts should also be separate for cost-share and non-cost-share project work. If staff are unable to match invoices/receipts to the estimate, you will be notified and may have to submit revised invoices.

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Key message: Estimates, invoices, and receipts must be tidy and consist only of cost-share project materials and labor.

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## HOW MUCH ARE STEWARDSHIP COST-SHARES?

Stewardship Cost-shares work like a rebate. This means that the recipient pays all upfront project costs and is reimbursed by RPBCWD after the project is installed and has passed inspection. Cost-share means that RPBCWD shares the cost with the cost-share recipient and will reimburse a percentage of the project cost, as outlined in the cost-share agreement, to the cost-share recipient after project completion.

### Maximum award based on applicant category and project type

The maximum award will not be offered to all projects. The award offered to an applicant will be based on benefit of the project to the watershed and how well the project meets watershed district goals. Most project types have scoring sheets that help the cost-share review committee decide on percent cost share.

Project Type	Cost Share for Projects by Applicant Category					
	Resident		Non-profit		Government, school, business	
	Maximum award percent	Maximum in dollars	Maximum award percent	Maximum in dollars	Maximum award percent	Maximum in dollars
<b>SMALL PROJECTS</b>						
<b>Native Plant Project</b>	75%	\$500	75%	\$1,500	50%	\$1,500
<b>Turf Alternative</b>	75%	\$500	75%	\$1,500	50%	\$1,500
<b>Rain Barrel</b>	75% <sup>1</sup>	\$100	<i>Ineligible</i>		<i>Ineligible</i>	
<b>LARGE PROJECTS</b>						
<b>Habitat Restoration</b>	75%	\$5,000	75%	\$20,000	50%	\$50,000
<b>Lake Shoreline Restoration</b>	75%	\$5,000	75%	\$20,000	50%	\$50,000
<b>Waterbody Buffer Restoration</b>	75%	\$5,000	75%	\$20,000	50%	\$50,000
<b>Stormwater BMP</b>	75%	\$5,000	75%	\$20,000	50%	\$50,000
<b>SHORELAND HEALTH (only residential or deeded residential access lots on major lakes qualify to apply)</b>						
<b>Shoreland Health</b>	75%	\$1,500	<i>Ineligible</i>		<i>Ineligible</i>	

<sup>1</sup> Applicant may qualify for 100% cost share if home is located in an SVI area (community with high Social Vulnerability Index (SVI) per [MPCA environmental justice areas of concern map](#)). In RPBCWD, this area is generally located in Eden Prairie north of Anderson Lakes Parkway and east of County Road 61.

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Key message: Cost-share award decision is based on project's benefit to watershed. Not all projects will receive the maximum award.

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### Maximum per calendar year

An applicant is eligible for a maximum award per calendar year. This means one application may include more than one practice (example: a raingarden and a rain barrel), or the applicant may apply for two separate cost-share projects in one cost-share season, but the total amount they are awarded within a cost-share season may not exceed the maximum for that applicant type. In most cases the maximum award per calendar year is per applicant, regardless of how many parcels (properties) they own. See table below.

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Applicant category	Maximum award per applicant per calendar year
Resident	\$5,000
Non-profit	\$20,000
Government, school, business	\$50,000

## Maximum allowable costs

Maximum allowable amounts for materials have been set for cost-effective use of cost-share funds. For plants, buying smaller and less expensive containers means a cost-share recipient is more likely to buy young, healthy plants with less risk of disease or root issues. The table below provides an overview of maximum allowable costs. RPBCWD reserves the right to modify the list and adjust allowable costs based on market pricing.

Maximum Allowable Costs for Selected Materials		
**Not all items listed are eligible costs for all project types.**		
Item	Maximum allowable cost	Note
Non-woody native plant (wildflower, grass, sedge, rush, etc.)	Up to \$8 per individual live plant or small seed packet; no set max. for bulk native seed	Small pots and plugs provide the best value. Small plants are young and tend to have fewer root concerns and nutrient deficiencies than large container-grown plants.
Shrub	Up to \$20 per individual live shrub	Plants that are younger and have spent less time growing in containers tend to be healthier. Bare root shrubs are a great value.
Tree	Up to \$500 per live tree	Only non-cultivated varieties of native trees are eligible. See MN DNR for list of native trees. (Exception: cultivars of native elm species are acceptable)
Landscape edging	Up to \$2 per linear foot	Landscape edging may be an allowed cost if it supports project maintenance needs.
Bulk natural wood mulch	Up to \$20 per cubic yard	Due to potential impacts on soil organisms, dyed mulch is not an eligible cost for cost-share projects.
Bulk natural wood mulch with delivery	Up to \$30 per cubic yard	There is no set maximum allowable cost for other natural mulches such as straw.
Bagged natural wood mulch	Up to \$3 per cubic foot (bags are typically 2 cubic feet)	

### How does maximum allowable cost work?

Let's say that a cost-share recipient is planning their project and must choose between two different sizes of Yellow Coneflower, *Ratibida pinnata*. The maximum allowable cost for a non-woody native plant is \$8.00 per individual plant. The table below compares the difference in cost-share recipient out-of-pocket costs between purchasing three Yellow Coneflowers in a three-pack of small pots versus three one-gallon containers.

Item description	Cost per item	Quantity of item	Total Cost	Number of individual plants	Cost per plant (cost/number)	Allowable cost per plant (max. is \$8.00)	Total allowable cost (allowable x number)	Amount reimbursed with a 75% cost-share award	Out-of-pocket cost to cost-share recipient
3-pack of 3-inch pots	\$21.00	1	\$21.00	3	\$7.00	\$7.00	\$21.00	\$15.75	<b>\$5.25 for three plants</b>
1-gallon container	\$13.00	3	\$39.00	3	\$13.00	\$8.00	\$24.00	\$18.00	<b>\$21.00 for three plants</b>
<b>Purchasing smaller, younger plants (multi-packs, plugs, tray) will save you money! Bonus: Younger plants are usually healthier!</b>									



## Professional maintenance funds awarded for some projects

Habitat Restoration, Lake Shoreline Restoration, and Waterbody Buffer Restoration projects may qualify for additional cost-share funds for three years of professional maintenance following project installation. Only applicants in the homeowner or non-profit categories are eligible for professional maintenance funds. The professional performing the maintenance must have demonstrated experience managing native vegetation for a restoration project.

When we decide to approve a cost-share project, we may have based the decision on your intention to hire a professional to perform maintenance, especially with habitat restoration projects where the first three years of maintenance is very important to project success. **We reserve the right to revoke cost-share approval if you decide to back out of hiring a maintenance professional.**

### *Is my project eligible for Professional Maintenance Funds?*

Projects that center around native plant restoration (Habitat Restoration, Lake Shoreline Restoration, and Waterbody Buffer) may qualify for professional maintenance support for 36 months (3 years) if the review committee deems it appropriate and the applicant is an individual homeowner or non-profit organization.

Some project types and applicant types do not qualify for any professional maintenance funds.

ELIGIBILITY FOR PROFESSIONAL MAINTENANCE FUNDS					
PROJECT TYPE	APPLICANT TYPE				
	Resident	Non-profit	Government	Business	School
<b>SMALL PROJECTS</b>					
Native Plants	No	No	No	No	No
Turf Alternative Lawn	No	No	No	No	No
Rain Barrel	No	Ineligible for project type	Ineligible for project type	Ineligible for project type	Ineligible for project type
<b>LARGE PROJECTS</b>					
Habitat Restoration	Likely	Likely	No	Likely	Likely
Lake Shoreline Restoration	Likely	Likely	No	Likely	Likely
Waterbody Buffer Restoration	Likely	Likely	No	Likely	Likely
Stormwater BMP	Depends on BMP	Depends on BMP	No	Depends on BMP	Depends on BMP
<b>SHORELAND HEALTH</b>					
Shoreland Health Planting	No	Ineligible for project type	Ineligible for project type	Ineligible for project type	Ineligible for project type

Eligibility for professional maintenance funds will be determined by the cost-share program coordinator. At minimum, the restoration project must:

1. Be a native vegetation habitat restoration such as prairie, oak savanna, or forest; be a natural lake shoreline restoration, or be a buffer of native vegetation for a waterbody.
2. Have a diversity and quantity of native plants that provides significant ecological benefits.
3. Would greatly benefit from habitat maintenance from a professional (large area, complicated or difficult maintenance protocol, etc.).

*An applicant should reach out to the cost-share coordinator to see if a project may qualify for professional maintenance support. If eligible and interested, an applicant must submit a detailed quote for three years of professional maintenance from a qualified native plant/habitat restoration professional.*

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Key message: Maintenance in the first three years  
of a native vegetation restoration is essential for success.  
We may offer funds to support professional maintenance for some projects.

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The amount of the professional maintenance funds will be based on a percentage (up to 30%) of the base cost-share award. The maximum reimbursement for professional maintenance per year will be 75% of eligible maintenance costs for that year. Reimbursement for professional maintenance will occur once per year at the end of the growing season after the prescribed maintenance has occurred and receipts have been submitted. **Any awarded professional maintenance funds must be used within 36 months of project installation.**

#### *Professional Maintenance Award Example*

<u>Prairie restoration project cost-share award:</u>	\$5,000 for project installation (project award)
<u>Professional maintenance award:</u>	Total of \$1,500 (30% of project award)
<u>Distribution of maintenance award per year:</u>	Determined by cost-share coordinator; may not be divided equally among the three years
<u>When maintenance award may be used:</u>	Within 36 months of project installation
<u>How often maintenance award reimbursed:</u>	Once per year at end of maintenance season (autumn)
<u>Maintenance cost reimbursed per year:</u>	Up to 75% out-of-pocket cost

### **REAL ESTATE RECORDING FOR COST-SHARES OF \$5,000 OR MORE**

If your cost share award is \$5,000 or more (excluding maintenance), you will need to file a maintenance declaration for the project with your county land records office. The maintenance declaration is a legal document that states you will maintain the project for a length of time ranging from 10 years to the life expectancy of the installed best management practice.

Please consult your legal advisor for assistance with legal forms and advice. Once you record a document on your property it is permanent and can't be removed or altered. You will need to provide documentation (e.g. receipt) to the cost-share coordinator that the maintenance declaration has been recorded.

Below are links to county recording information for counties within the watershed district:

- Hennepin County Real Estate Recording: [www.hennepin.us/residents/property/real-estate-recording-information](http://www.hennepin.us/residents/property/real-estate-recording-information)
- Carver County Land Records and Vitals: [www.carvercountymn.gov/departments/property-finance/land-records-vitals](http://www.carvercountymn.gov/departments/property-finance/land-records-vitals)

### *Why do we require filing of a maintenance declaration?*

\$5,000 or more dollars is a significant investment for the watershed district. To help protect this investment, a recorded maintenance declaration gives the watershed district legal footing to recoup cost if the cost-share recipient chooses to significantly alter or remove a cost-share-funded project before the end of its life expectancy.

### *Financial Support for Real Estate Recording*

RPBCWD may choose to reimburse a cost-share recipient one time up to \$500 for qualifying costs related to drafting and recording a maintenance declaration for an approved cost-share project. **The maintenance declaration reimbursement is limited to one time per cost-share recipient.** If a cost-share recipient is approved for additional Stewardship Cost-share projects, RPBCWD will not reimburse maintenance declaration recording costs for these projects.

Qualifying expenses include but are not limited to:

- Legal fee(s) related to preparation and review of the maintenance declaration
- Property survey work to define project area as needed for real estate recording requirements
- Real estate recording fee charged by the county

### *General Recording Process*

The general steps you need to take to draft and file a maintenance declaration include:

1. **Draft the maintenance declaration with your legal advisor.** RPBCWD will provide a template with example content as a starting point. Send your draft document to RPBCWD for review by our legal advisor.
2. **Prepare any additional documents that your county recorder office may require.** Check with your county on what is needed. A county may require a legal survey showing the location of the project on your property.
3. **Have your maintenance declaration notarized by the appropriate representative.** RPBCWD has a notary public on staff that can witness your signature at no cost – let us know in advance if you'd like to schedule this service during regular business hours.
4. **Be prepared to pay a recording fee when you file at your county office.** Check in advance if you can file online and what type of payment the office will accept.

## **SELLING YOUR HOME AFTER RECEIVING A COST SHARE**

Residential projects (e.g. single-family home; individually owned condo or townhome) must be maintained by the cost-share recipient for 5 years following installation of the project. If a cost-share recipient sells their home before the end of the 5-year maintenance period, the cost share agreement does not transfer to the new homeowner.

If you're thinking about applying for a Stewardship Cost-share and are also thinking about selling your home within a few years, reach out to the cost-share coordinator before you apply for a cost-share. Depending on the type of project, it may not be in the Riley Purgatory Bluff Creek Watershed District's best interest to offer cost share funds for a project if the maintenance requirement is voided because of a property sale.

## NON-ELIGIBLE PROJECTS OR COMPONENTS

Below is a list of projects or components that are not eligible for the RPBCWD Stewardship Cost-share Program:

- Projects on property that you or your organization DO NOT OWN: The program does not fund projects that are not on your property. For example, if you have a city-owned pond in your backyard, cost-share funds are not available for you to do work on that pond.
- Water conservation: The cost-share program does not fund projects that have a primary goal of drinking water conservation. Examples: high efficiency washers, low-flow toilets, or smart irrigation controllers/sensors. For funding assistance with these, check with your city or county. However, the program will fund projects intended to reduce current irrigation demands such as converting lawn to xeroscaped area.
- Invasive species removals: Projects that solely control or remove aquatic or terrestrial invasive species (e.g. buckthorn) do not qualify by themselves for the cost-share program.
- Permit-required work: If you are doing work that is required as part of a permit from the watershed district, you cannot use any cost-share funds (from the District or other organization) for this work. *Exceptions*: vegetated shoreline stabilization with native plants; work that goes above and beyond basic permit requirements.
- Aesthetic or decorative elements: Stepping-stones, bird baths, fountains, and other elements not essential to project function do not qualify for cost-share reimbursement.
- Expenses from before project is approved: Expenses incurred prior to project approval are not reimbursable (in other words, do not get started until you have signed the cost-share agreement). One exception is design cost: If you pay a designer to create a plan for you, you can include that in your application estimate and reimbursement request.
- Edging: Edging may be useful for some projects and **may qualify as an eligible cost**. However, the amount the District is willing to reimburse for foot of edging will be based upon the current average price of lower cost edging of available types (eg. vinyl, metal, brick, or pre-cast concrete.) Higher cost edging such as stone, poured concrete, and steel may be allowed in some project types, but the District will consider the necessity for edging and the comparative cost of lower cost edging.

## PART 1: APPLICATION PROCESS

### SCHEDULE A SITE VISIT

The first step in the application process is to schedule a site visit. A District representative will visit your property to meet with you and discuss your project idea. After this site visit, you may proceed with the cost-share application. **DO NOT BEGIN ANY CONSTRUCTION WORK UNTIL YOU HAVE A SIGNED COST-SHARE AGREEMENT IN PLACE.**

### PLAN YOUR PROJECT CAREFULLY

Cost-share awards are based on your proposed project plan and estimated costs. If the completed project cost is higher than your estimate, your cost-share award will not be adjusted. You will have to either adjust your plan to compensate or be willing to cover the extra cost yourself.

Any significant adjustments to your project plan after your cost-share agreement is in place, must be pre-approved by the cost-share coordinator. If the final project differs significantly from the project plan, you may no longer be eligible for cost-share reimbursement.

## RESPONSIBILITY TO OUR COMMUNITY

As a local government organization, funded by taxpayer dollars, it is the responsibility of the Watershed District to ensure program funds are used efficiently and effectively. Therefore, applications are closely evaluated for use of cost-effective methods and materials.

## APPLICATION MATERIALS

The materials required for a Stewardship Cost-share application will vary by project type. At minimum, each application packet must include a completed application form, photos of project site, a site map to show where the proposed project is located on the property, sketch of project design, and itemized cost estimate.

### *Required in application packet for ALL PROJECTS*

1. **Application:** Link to application is on the Stewardship Cost-share Program webpage
2. **Photographs:** Provide two or more photos of **project site before project installation**. Include for all project types.
3. **Site Map:** Provide a map showing outline of project location on your property and dimensions. Include for all project types. An aerial (satellite) image with contour/topographic lines is preferred. Online county property maps are useful for this.
4. **Project Design:** Provide a basic sketch of project design with relevant details based upon your project type. Relevant information may include location of features, planting plan with locations of plantings, specifications for materials, area of disturbance, depth of excavation, length of materials, etc. This may be combined with the site map. Include for all project types.
5. **Itemized Cost Estimate:** If you're hiring a professional to do the work, provide their quote. If you plan to build the project yourself, provide itemized costs and in-kind contributions.
  - a. Detailed, itemized quote of services from professional business with separate line items for materials and labor
  - b. Itemized costs of materials you purchase and/or equipment you rent
  - c. In-kind contributions related to project construction (See "In-kind Credit" below for more information)
    - In-kind labor: Provide estimated number of hours for each person
    - In-kind materials may be considered: Provide a list and approximate value of materials essential to project function

### *Required in application packet for SOME PROJECTS*

6. **Civil Design Plan:** A technical plan/drawing, typically done by an engineer, landscape architect, or landscape designer is required for a Shoreline Restoration or a Stormwater BMP project (rain garden, tree trench, swale, permeable pavement, etc.). Shoreline work must show the ordinary high water (OHW) line.

7. **Native Vegetation Restoration and Maintenance Plan:** Submit this if you are doing a Habitat Restoration, Shoreline Restoration, or Waterbody Buffer project.
8. **If you qualify for and are interested in Professional Maintenance Funds, submit an estimate for 3 Years of Professional Maintenance:** Eligible projects include Habitat Restoration, Shoreline Restoration, and Waterbody Buffer. The cost-share coordinator will determine if your project qualifies for professional maintenance financial support during the 3-year vegetation establishment phase.
9. **Plant List:** If your project includes plants, we need details. This info will help us evaluate if your plant selections are appropriate for the site. *Be aware of District native plant requirements if your project requires native plants.*
  - a. Quantity and size: How many plants of each species? What size are the plants (plug, pot size, etc.)? If seeds, what is the seeding rate you plan to use?
  - b. Scientific names: Common plant names vary widely so we need scientific names. For native habitat projects, you may use only the natural (wild) forms of native plants (in other words, no cultivated varieties). Seeding mixes also require scientific names.
  - c. Plant grower/nursery: Who grew the plants or seeds? Note that this may be different from the seller (place of purchase).

## IN-KIND CREDIT

If a cost-share recipient plans to install a project themselves, in-kind contributions of materials and labor may count, within reason, toward total project cost for some applicant types and some project types (see table below). Eligible in-kind labor includes effort involved in project installation and does NOT include activities such as shopping and planning. Eligible in-kind materials will be limited to physical items needed for project installation; material goods such as vehicle fuel for travel and items that the cost-share recipient already owns for general household use (e.g. hand tools) are not eligible.

In-kind contributions will be counted toward the cost-share recipient's share of project costs. For in-kind labor, hours will be credited at **\$15 per hour for unskilled labor**. For skilled labor (person has professional skills/training/experience relevant to the project), a credit of \$25 per hour may be used for in-kind labor if approved in advance by the cost-share program coordinator.

However, cost-share recipients will not be allowed to earn actual money from their in-kind contributions. In other words, the value of 20 hours of sweat equity may be counted toward total project cost, but you will not actually be paid ("get cash back") for your labor.

### In-kind Credit Eligibility based upon Project Type and Applicant Type

PROJECT TYPE	APPLICANT TYPE			
	Resident*	Non-profit*	School	Business; Local government
<b>SMALL PROJECTS</b>				
<b>Native Plants</b>	Not eligible	Not eligible	Not eligible	Not eligible
<b>Turf Alternative</b>	Not eligible	Not eligible	Not eligible	Not eligible
<b>Rain Barrel</b>	Not eligible	<i>Not eligible for project type</i>	<i>Not eligible for project type</i>	<i>Not eligible for project type</i>

Habitat Restoration				
Habitat Restoration	Eligible	Eligible	Eligible	Not eligible
Lake Shoreline Restoration	Eligible	Eligible	Eligible	Not eligible
Waterbody Buffer	Eligible	Eligible	Eligible	Not eligible
Stormwater BMP	Depends on BMP	Depends on BMP	Eligible	Not eligible
SHORELAND HEALTH				
Shoreland Health	Eligible	<i>Not eligible for project type</i>	<i>Not eligible for project type</i>	<i>Not eligible for project type</i>

**\*Exception:** Minnesota Water Stewards, Master Gardeners, and Master Naturalists may not credit in-kind labor, regardless of project type, toward total project cost if they are using the project to accumulate volunteer hours for one of these programs.

## PUBLIC DATA

All information, including but not limited to applications, conceptual designs, contractor bids, cost estimates, final decisions and specifications, copies of permits and proof of expenditures is subject to disclosure to the public when submitted to the District except where specifically protected as non-public by state law. **Bottom line: Your application is public data.**

## EVALUATION OF APPLICATION

Applications are screened by the cost-share coordinator to make sure they meet minimum program requirements and include required information; the coordinator will ask applicant for more information if anything is missing. The permit coordinator will also review to see if a permit is needed. Highly technical or complicated projects may be referred to the District's consulting engineer for review and recommendations.

After screening, applications are forwarded for evaluation by the full cost-share review committee, which includes the cost-share coordinator, technical advisor, and representative(s) from the Citizen Advisory Committee. The group meets as needed to evaluate applications and make funding recommendations. See the cost-share program webpage for application evaluation (scoring) forms used to guide the committee's decision.

Complete applications are evaluated in the order they are received. Incomplete applications are placed on hold until applicant provides requested information. The amount of time it takes to evaluate an application depends upon the number of applications received and cost-share review committee schedule.

## COST-SHARE PROGRAM GOALS

Projects must demonstrate an improvement over existing conditions for water quality, natural habitat, and/or flood reduction. Projects that minimize impacts rather than improve existing conditions may receive funding up to the difference between the cost of the BMP and the traditional approach.

In general, the Stewardship Cost-share program funds projects that:



- Have quantifiable benefits to water quality, habitat, or flood reduction
- Support the District's 10-year Plan goals

Projects are also evaluated on whether they:

- Produce examples that the watershed district can share with others
- Increase awareness of water resource issues
- Increase visibility and general knowledge of clean water projects
- Build community connection through shared actions for clean water

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Key message: Applications are evaluated on how well they meet program goals.

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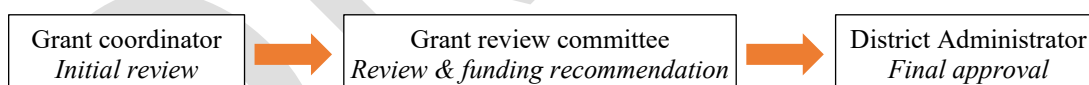
**Some types of projects have specific requirements. See project type definitions for more information.** For example, habitat restoration projects require the use of native plants. However, rain garden projects do not require native plants (though they are encouraged) but plants must be appropriate for site conditions (sunlight exposure, soil moisture, etc.).

## COST-SHARE AGREEMENT APPROVAL PROCESS

Once the cost-share review committee has a funding recommendation, a cost-share agreement is drafted and sent for approval. The level of approval for a cost-share agreement depends on the amount of the not-to-exceed value listed in the cost-share agreement.

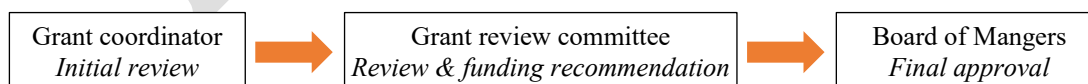
### Review for cost-share agreement LESS THAN \$10,000

The cost-share review committee make recommendations about project funding. If the recommendation is for a cost-share award less than \$10,000, it will be forwarded to the District Administrator for final approval.



### Review for cost-share agreement for \$10,000 to <\$20,000

If a recommendation is for a cost-share award of \$10,000 or greater, the recommendation will be brought to the District Board of Managers for consideration at one of their regular monthly meetings. If Managers approve the recommendation, the District Administrator may move forward with awarding the cost-share.



### Review for cost-share agreement \$20,000 or more

If a recommendation is for a cost-share award of \$20,000 or greater, the recommendation will be presented at a **Public Hearing** separately or as part of a regular meeting of the District Board of Managers. The Mangers will consider public input from the hearing as part of their decision. If approved, the District Administrator may move forward with awarding the cost-share.





## PERMIT REVIEW

If the District determines your project triggers a watershed district rule, you will need to apply for a permit and demonstrate that the proposed work will be better than the existing condition. However, the permit fee may be waived for residential and non-profit properties, and District staff will work with the applicant on the permit process.

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Key message: If your cost-share project requires a District permit, the permit coordinator may decide to waive the permit application fee.

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Examples of actions that may trigger a rule (this is not the full list):

- Excavation, import/export of 50 cubic yards of material or more
- Disturbance of 5,000 or more square feet of land
- Work within a designated wetland
- Work below the ordinary high-water line of a waterbody (e. g. shoreline)
- Dredging or removing sediment of one (1) cubic yard or more from the beds, banks or shores of any public waterbody by any means

Read the full list of watershed district rules at [rpbcwd.org/permits](http://rpbcwd.org/permits).

If you are doing work that is required as part of a permit from the watershed district, you may not apply for a Stewardship Cost-share or other cost-share for this work. An exception may be the cost of a native plant restoration to stabilize a shoreline.

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Key message: Cost-share money can't be used for a project that you must do.

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**However, cost-shares may be used for projects, or parts of projects, that go above and beyond permit requirements.** (Example: A permit requires you to put in a 15-foot buffer along a waterbody, but you decide you would like to do a 25-foot buffer. You may apply for funding for the extra 10 feet but not the initial 15 feet).

## COST-SHARE AGREEMENT

Program participants enter into a binding agreement with the watershed district providing the terms under which cost-share funding is provided. After approval of the project, the agreement is signed by participant(s) and the District Administrator. Amendment of any of the terms of the agreement will be by mutual agreement signed by all parties to the original contract.

The agreement includes, but is not limited to, promoting and acknowledging District sponsorship, reporting, payment schedule, terms of agreement and use of funds, cost overruns, and cancellation. The agreement also allows district staff access to the project area for evaluation and promotion.

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## PART 2: BUILD YOUR PROJECT

### STICK WITH THE PLAN

RPBCWD will not reimburse costs expended for construction of the project that does not substantially conform to the approved plans, designs, and/or specifications as shown in the cost-share agreement. Also, the District will not reimburse costs expended for partial completion of the project. However, District staff will work in earnest with participants to address unexpected conditions, changes in conditions or other eventualities that affect the construction or implementation of a project and will present a modification of the cost-share agreement to the Administrator or Board of Managers when necessary. It is the applicants responsibility to make the district aware of any proposed changes as soon as possible, but prior to materially deviating from the plan.

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Key message: To be reimbursed, you need to build what you agreed to build as stated in your cost-share agreement.

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### REIMBURSABLE PROJECT COSTS

The following will be considered as reimbursable project costs if eligible for the project type and if you include them in your project scope (plan):

- Materials and professional labor listed in the project scope as shown in your cost-share agreement
- Equipment rental fees
- You may include estimated state and local taxes from project materials/services within your total project cost.
- In-kind materials or labor (“elbow grease hours”) contributed by you or members of your household/organization that are essential to project success (an estimate of in-kind credit **MUST** be included with your application in order to receive credit)
- Contractor project consulting or design fee (within reason) incurred **BEFORE** or **AFTER** your cost-share agreement is in place

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Key message: Build your project the way you said you'd build it in the cost-share agreement. If you don't, we may not reimburse you for the project.

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### NON-REIMBURSABLE PROJECT COSTS

The following are not eligible project costs:

- **Expenses for activities started or purchases made BEFORE your cost-share agreement is in place.** In other words, do not begin your project until you have an executed cost-share agreement (an executed cost-share agreement has been fully signed by all property owners and the District administrator). Exception: Some contractors require a consultation or design fee in advance of beginning a project, and this fee may be counted toward total project cost.

- **Expenses not part of your original scope of work** will not count toward reimbursable cost. In other words, if you decide to expand your project, the expansions are not eligible project costs. If during installation you need to adjust your scope of work, reach out in advance to the cost-share program coordinator to see what adjustments may be made.
- **Purely decorative or aesthetic elements** such as bird baths, fountains, and stepping-stones do not count toward reimbursable costs.
- **Landscape edging may be ineligible** for reimbursement unless pre-approved as part of project design. Including edging in a project without pre-approval may void your cost-share agreement if it interferes with project function such as collection of stormwater runoff.
- **Costs above the original estimated project total.** A cost-share agreement includes a percent cost-share award and a not-to-exceed amount. The not-to-exceed amount is calculated from multiplying your percent cost-share award and estimated total project cost. If you underestimate the cost of your project, you will need to scale back if you want to stay within your not-to-exceed amount or be prepared to cover that additional cost. If scaling back means significant change to your project plan, your project may no longer meet cost-share requirements. Please discuss plans to scale back in advance with the cost-share program coordinator.

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Key message: If you're unsure a cost is reimbursable or your project costs are greater than expected, reach out to the cost-share coordinator.

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## PROJECT CONSTRUCTION DEADLINE

Project installation must be completed within 12 months of all parties signing the cost-share agreement (agreement execution). If unforeseen circumstances delay a project, the cost-share recipient may request a time extension in writing to the cost-share coordinator. The cost-share coordinator has the discretion to approve or reject an extension to the project installation deadline.

## PART 3: REIMBURSEMENT PROCESS

Reimbursement is made after completion of the project, once reporting requirements have been met, and the project has passed inspection by the District. Cost-share recipients must provide copies of paid invoices and/or receipts for all costs and reasonable documentation of labor hours contributed if in-kind labor was included in the executed cost-share agreement. Claimed expenses will be verified by the District.



## INSPECTION OF PROJECT SITE

A site inspection to confirm proper installation of project must also be performed before reimbursement may proceed. The cost-share recipient should reach out to the cost-share coordinator (or other designated person) to schedule this inspection when the project is nearing completion.

## REPORTING REQUIREMENTS FOR COST-SHARE RECIPIENT

Within 30 days of project completion, the cost-share recipient must submit a project report that includes the following:

- Completed report form: A link to the online form is located on the cost-share webpage
- Proof of purchases: Itemized receipts and/or paid invoices for project costs. **An unpaid invoice does NOT count as a receipt.**
- Photos: Two or more good quality photographs of completed project. These should be demonstrate the extent and adequacy of the work performed.
- Other: Other documentation such as an itemized list of in-kind labor.

## REIMBURSEMENT REQUEST

After successful project inspection and completion by cost-share recipient of their reporting requirements, the cost-share coordinator will submit a reimbursement request to the District finance department. All financial requests must go before the District Board of Managers at an upcoming monthly meeting (typically the first Wednesday of the month). A reimbursement request must be ready for the board packet by the 15<sup>th</sup> of the month to be included for consideration for the next month's board meeting.

The final step in reimbursement is printing and mailing of a reimbursement check to the cost-share recipient – checks are printed only once per month. The cost-share recipient may opt to pick up the check in person at the District office during business hours.

## REIMBURSEMENT CALCULATION

Final reimbursement amounts are calculated by multiplying the percent award (such as 50%) by the total final project cost, up to the not-to-exceed value provided in the cost-share agreement. A not-to-exceed value limits the reimbursable amount and helps keep staff within program budget.

If the final project cost is less than the approved project estimate (you came in under budget), the reimbursement will be the applicable percentage of that final cost. However, if the final project cost is greater than the approved project estimate (you went over budget), the reimbursement remains the applicable percentage of the estimated cost and overage is your responsibility.

**EXAMPLE:** You were awarded a 50% cost share cost-share of with an approved project estimate cost of \$4,000. The cost share not-to-exceed value on your cost-share agreement is \$2,000.

Scenario #1 Under Budget: Your final project cost came in **under budget** at \$3,800 (instead of the estimated \$4,000). Your reimbursement will be **50% of the final cost** of \$3,800. Your cost-share reimbursement will be \$1,900.

Scenario #2 Over Budget: Your final project cost came in **over budget** at \$4,600. Your reimbursement will be **50% of the estimated cost of \$4,000**. Your cost-share reimbursement will be \$2,000.

## PART 4: OBLIGATIONS AFTER PROJECT INSTALLATION

### MAINTENANCE REQUIREMENTS

Maintenance of the project is the responsibility of the cost-share recipient. Along with the cost-share agreement, you will be asked to sign a **maintenance agreement**. If your cost-share award is \$5,000 or greater, you will likely also have to record a **maintenance declaration** on the property with your county

recording office (see [Real Estate Recording for Cost-shares of \\$5,000 or more.](#)) RPBCWD may provide reimbursement for costs incurred with a maintenance declaration.

The duration of required maintenance varies based on applicant type. Homeowners are expected to maintain their cost-share projects for at least five (5) years. Non-profits, businesses, schools, and local government (e.g. cities) are required to maintain a project for a minimum of 10 years up to the expected lifespan of the practice; the length of maintenance time will be determined at the time of a cost-share offer.

RPBCWD reserves the right to request repayment of a cost-share if the project is not adequately maintained.

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Key message: You need to take care of your project after it is installed.  
If you don't, we will ask you to return the cost-share money.

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If you have been offered professional maintenance funds as part of your cost-share agreement, you will need to verify to the cost-share coordinator what maintenance has been performed and submit receipts in order to be reimbursed. This process must be done by the end of the maintenance year. Reimbursement will not occur until the professional maintenance for the year has occurred and been verified.

## Ecologically Friendly Maintenance

Ecologically friendly maintenance is required for projects that require native plants. Below is what RPBCWD defines as ecologically friendly maintenance:

- **Do not use fungicides or insecticides.** These kill “good” and “bad” fungus and insects.
- **Limit herbicide use** to invasive weed control and carefully follow label directions.
- To reduce competition with native plants, **plan to pull or otherwise control weeds** at least three times during the growing season.
- **Limit fertilizer use to those without harmful salts.** Natural fertilizers such as top-dressing with compost or compost tea are preferred. **Native plants usually do not need ANY fertilizer.** Alternative (bee) lawns: Clover and other legumes fix nitrogen in soil, so fertilizer isn't needed.
- **Limit watering** to the establishment phase (first couple of years).
- Select appropriate weather conditions for planting and/or seeding.
- **Provide soft landings (native plants, leaf litter, and plant debris) under trees.** Soft landings support overwintering and pupating insects, which serve an important role in nature including serving as food sources for songbirds.
- **Practice “messy gardening.”** Dead standing plants and fallen leaves provide winter and early spring shelter for beneficial insects, birds, and soil microbes. Leave flower stems no shorter than 18 inches. Even better, don't cut off spent flowers as they provide food for birds year-round.

## ANNUAL REPORTING REQUIREMENTS

As part of your cost-share agreement, you may be asked once a year to submit an online form to update us about your project during your required maintenance period. Information you'll be asked to provide includes:

- General update of project – how's it going?
- Maintenance or inspection activities that have occurred
- Current photographs of project

This form also offers an opportunity for you to ask us questions or bring up any concerns you have. An email reminder will be sent with a link to the annual reporting form. If we don't hear from you or have concerns, we will reach out by phone and/or stop by the property.

In addition, a District representative may visit your property to inspect the project. The conditions for the visits will be outlined in the cost-share agreement. If entering your property, we will notify you by knocking on your door or leaving a note or follow up with an email or phone call if warranted.

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Key message: You need to check in once a year after your project has been installed for the number of years outlined in your cost-share agreement.

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## APPENDIX A: COST-SHARE PROCESS CHECKLIST

### Before you apply

- Visit the Stewardship Cost-share webpage, [rpbcwd.org/Stewardship-Grant](http://rpbcwd.org/Stewardship-Grant), for resources and ideas.
- Once you have an idea of what you want to do, submit the online site visit request form.
- A District representative will contact you to schedule the site visit.
- Develop a project plan after your site visit. Reach out to your site visit contact if you would like to discuss your plan.
- Assemble application materials.

### Prepare your application

Gather the materials you'll need for to submit your online application form. Depending on the project type, you may need to include:

- Project design/layout
- Photographs of existing condition of site
- Detailed cost estimate with line items
- Plant list & planting plan (if using plants)
- Maintenance plan

### If your project is approved

- We will send you a cost-share agreement. Once this is signed, you may get started on your project!
- You have 12 months from cost-share approval to install your project.
- If your cost-share is  $\geq \$5,000$ , you likely need to prepare and record a property maintenance declaration. For projects not requiring a maintenance declaration, a maintenance agreement will be required. *This needs to be completed and verified to RPBCWD before reimbursement of funds.*
- Keep a list of your expenses and save all project-related receipts.
- Issues come up. If you think you need to change your plan, contact us for pre-approval.
- Take photos! Before, during, and after. You'll need these for your project report.
- As your project nears completion, reach out to schedule a project inspection.

### After you've installed your project

- Complete the project close-out form. Include copies of all your receipts.
- A District representative will perform a project inspection (schedule as project nears completion).
- The cost-share coordinator will review your project report to make sure it includes receipts and matches your project plan and confirm it's passed inspection before processing reimbursement.
- Financials are processed once a month at the watershed. Once a check request is submitted for you, it may take 1-2 months for you to receive your check.

### Long-term

- Take care of your project! Cost-share recipients are required to maintain their projects for the number of years specified in the maintenance section of their cost-share agreement.
- Submit a project annual report for the period specified in your cost-share agreement.
- After installation, your project will be inspected regularly by a District representative.
- Stay in contact. The Watershed District often offers continuing education on topics like maintenance, and other opportunities to learn and get involved.



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