

Dakota County Soil and Water Conservation District 2016 Cost Share Policies

Staff Credentials

The Dakota County Soil and Water Conservation District (District) will ensure staff has the necessary skill and training to install and maintain projects according to standards and specifications. Building credentials and maintaining or seeking certifications to retain knowledgeable staff is a high priority of the District. Budget allocations for training purposes have been approved for the calendar year and staff time will be dedicated to building skill sets to the extent practical.

Technical expertise of the District includes:

- 1 Certified Professional in Erosion and Sediment Control
- 1 Certified Wetland Delineator – State of Minnesota
- 6 Staff with USDA – Natural Resources Conservation Service Technical Approval Authority under Ecological and Engineering Sciences
- Accredited research: Bioretention Performance and Design Criteria for Cold Climates - Water Environment Research Foundation (WERF) Project 04-Dec-13SG
- Research: Thermal Reduction of Stormwater Inputs within the Vermillion River Watershed

When professional engineering is required or specific conservation practices require expertise above current technical capacity, the District will utilize professional engineers or staff from consultants, Dakota County Environmental Resources, municipalities, Minnesota Board of Water and Soil Resources or the USDA - Natural Resources Conservation Service.

Delegation

Under Board action 14.037, the District Board delegated signing of all State grant contracts or reports to the District Manager. Landowner contracts for the installation of conservation practices and supporting project documents such as cost share vouchers will be signed by the District Board of Supervisors and landowner.

Noncompliance

Cost share contract noncompliance will be reviewed by the District Board in consultation with the Dakota County Attorney's Office. The District Board will attempt to address noncompliance issue with the current landowner on a voluntary basis. Unresolved issues that the District Board is not able to address will be forwarded to the Dakota County Attorney's Office for possible legal action as identified in Article 7 of the Joint Powers Agreement between Dakota County and the District Board and Minn. Stat. 103C.321, Subd. 4

General Policies Applied to all Funding Programs.

- All funding program contracts and requests for payment require the approval of the Dakota County Soil and Water Conservation District (District) Board of Supervisors (Board).
- All funding programs are subject to fund availability and may be discontinued or subject to program policy revisions by the District Board as it deems appropriate.

- The landowner shall allow District staff access to property for which the installed conservation practice is located during the life of the contract. The installed practice will be subject to periodic inspections by District staff.
- Applicants are responsible to submit application forms, project plans and cost estimates as requested by the District in sufficient detail for the District to complete its review.
- Unless specified otherwise by Minnesota prevailing wage statutes, the value of labor, equipment, materials and/or services that are proposed to be provided by the applicant to complete the project, shall be estimated at:
 1. General Labor rate of \$15 per hour. (Date, times and activity must be documented)
 2. Labor rate of \$50 per cubic yard for concrete work.
 3. Heavy equipment operation such as skid steers, tractors, backhoes, and scrapers (including labor) at \$60 per hour. (Date, times and activity must be documented)
 4. Materials: \$8 per ton for gravel, \$5 per yard for sand.
 5. Professional or semi-professional services, such as engineering, labor rate at \$75 per hour. (Date, times and activity must be documented)
- Other than USDA Programs, the District does not provide technical or administrative assistance to other organizations that implement their own financial incentive programs unless specifically identified in a work plan or contractual agreement.
- At its sole discretion, the Board may consider compliance to the terms of a previous or existing District or USDA Cost Share Contract as a prerequisite to entering into a subsequent Cost Share Contract with an applicant.
- The technician with the proper Technical Approval Authority shall verify if the practice is complete and meets standards and specifications before final payment is issued.
- A one-time cost share reimbursement payment will be made upon certification that the project has been installed and completed to specifications.
- District Technical Standards include, but are not limited to, the most current: MPCA Stormwater Manual, MPCA Protecting Water Quality in Urban Area, NPDES General Stormwater Permit for Construction Activity, Minnesota Urban Small Sites BMP Manual, NRCS Field Office Technical Guide, Dakota County Low Impact Development Standards and applicable local, state and federal regulations.
- Compliance inspection intervals will be based on minimum State requirements, the amount of total project funding received and the complexity of the project. District staff will develop a process for compliance inspection intervals.

Policies Applied to Citizen Conservation Stewards, Conservation Initiative Funding and Community Conservation Partnership Programs

- Unless otherwise approved by the District Board, a portion of a project becomes ineligible for funding if construction begins on that portion before a cost share contract has been approved.
- For each Citizen Conservation Stewards, Conservation Initiative Funding, or Community Conservation Partnership application submitted, District staff shall provide a funding recommendation to the Community

Development Committee of the District Board. The Community Development Committee shall provide a funding recommendation to the full District Board for further action.

- If land conservation value is proposed as part of the match, its value shall be calculated by prorating the Dakota County Tax Assessor's estimated land value for the total property to the area of that property whose ultimate purpose is essentially changed from its previous use in order to facilitate the installation of the project. The maximum amount of land value allowed as match shall be the lessor of either the calculated value or 25% of the estimated project cost.
- Upon District Board approval, the applicant will receive an award letter with a copy of the Cost Share Contract and the Operation and Maintenance Plan.
- The project must be completed in compliance with the terms and conditions of the Cost Share Program Contract and maintained in compliance with the Operation and Maintenance Plan. (See Contract and O&M Plan)
- District staff shall participate in a preconstruction meeting. District staff shall be available to the applicant during construction to answer questions, document installations and provide general construction observation to inform the Applicant of non-compliant project components or conditions.
- The applicant is responsible to pay, in full, all receipts and invoices directly to the contractor or vendor.
- At project completion, the District staff shall determine if the project was constructed in compliance with the approved plans. The applicant must submit invoices or receipts of actual costs in sufficient detail for the District's review. Requests for reimbursement shall include a Voucher and Practice Certification Summary Form submitted at least two weeks prior to the first of the month to allow for District's review and processing.

Citizen Conservation Stewards (See CCS Fact Sheet)

- CCS funds voluntary (non-agricultural) conservation projects on individual properties.
- CCS applications are reviewed on a first come, first served basis.
- CCS amounts are based on a District Board approved percentage range (up to 75%) of the total estimated project costs.
- The final CCS reimbursement amount is determined by applying the approved percentage to the actual documented project cost and shall not exceed \$5,000 or as limited by District Board action.
- Partnering organizations may participate by contributing funds. The District will develop an agreement with approved work plan and provide an annual report listing projects and funds spent used.
- For those projects that do not involve any District funds, technical and administrative costs will be charged to the partnering organization as outlined in an approved work plan and agreement.

Conservation Initiative Funding (See CIF Fact Sheet)

- CIF funds voluntary (non-agricultural) conservation projects on commercial and/or properties with multiple owners represented by a single legal entity.
- CIF applications are reviewed on a first come, first served basis.
- CIF amounts are based on a District Board approved percentage range (up to 75%) of the total estimated project costs.
- The final CIF reimbursement amount is determined by applying the approved percentage to the actual documented project cost and shall not exceed \$25,000 or as limited by District Board action.

- The District has no internal funding mechanism. The District Board may apply for outside grants or develop work plans with partnering organizations to fund this program.
- All project and administrative costs incurred by the District will be compensated per a specific work plan or agreement with a partnering organization using the CIF program policies and District Board approval process. The District will provide the partnering organization an annual listing of projects installed and funds spent.

Community Conservation Partnership (See CCP Fact Sheet)

- CCP funds voluntary (non-agricultural) conservation projects at existing public facilities or properties.
- CCP applications for projects requesting cost share funds are due by March 15, May 15 or July 15 of each year.
- CCP amounts are based on a District Board approved percentage range (up to 75%) of the total estimated project costs.
- The final CCP reimbursement amount is determined by applying the approved percentage to the actual documented project cost and shall not exceed \$50,000 or as limited by District Board action.
- The District has no internal funding mechanism. The District Board may apply for outside grants or develop work plans with partnering organizations to fund this program.
- All project and administrative costs incurred by the District will be compensated per a specific work plan and contractual agreement with a partnering organization using the CCP program policies and District Board approval process. The District will provide the partnering organization an annual listing of projects installed and funds spent.
- For purposes of this program, public facilities can include, but are not limited to, buildings, property, recreational areas, and roadways, which are owned, leased, or otherwise operated, or funded, by a governmental body or public entity.

Landscaping for Clean Water Grants (See LWQ Fact sheet)

- Eligible project types are limited to native gardens, raingardens and shoreline stabilizations that demonstrate compliance with Landscaping for Clean Water technical recommendations.
- Grant applicants must attend and complete a Landscaping for Clean Water design workshop and submit a grant application, project plan and cost estimate for District staff approval prior to beginning the installation. (Grant is not retroactive)
- District staff will review applications, select grant recipients, verify completed projects and distribute grants in accordance to program policy.
- Applications requesting grant approval will be reviewed in three application rounds. Application must be received by a round's start date and awarded grants automatically expire if the project is not completed by the end date of the round in which it was awarded:

Round #1- Start Date: May 2	End Date: July 18
Round #2- Start Date: May 31	End Date: August 22
Round #3- Start Date: July 25	End Date: November 1

- Expired grants and grants not awarded (if any) will be made available to subsequent application rounds or the remaining funds may be reallocated to other cost share programs per approved work plans with partnering organizations. The number of grants awarded shall be limited by the amount of funding available and amount of District staff time available to provide technical assistance. (Application window may be extended at District staff discretion)

- The Landscaping for Clean Water grant amount is limited to \$250.00 per approved application. Only one grant allowed per applicant per year. Applications not approved in a preceding round may be resubmitted for review in following rounds.
- District Staff will prioritize grant awards based on watershed location, proximity to water resources and potential to provide water quality benefits.
- Landscaping for Clean Water Grants are subject to funding availability and may be discontinued or subject to policy revisions by the District Board as it determines to be appropriate.
- The Community Development Committee of the District Board will review the applications submitted for funding.
- The Board shall determine the amount and source of District funding (if any) to be allocated each year.
- Partnering organizations may participate by contributing funds. The District will develop an agreement with work plan and provide an annual report listing projects and funds spent.

Policies Applied to the Incentive Payment Practices Program

- Construction of the practice shall not start until the District Board has approved a cost share contract at an official meeting. If construction begins before the contract has been approved, the practice is not eligible for funding.
- Upon approval by the District Board, the landowner will receive a letter with copy of executed cost share contract stating what practice has been approved, the funding amount, and time schedule to start and complete the project.
- Construction shall be started and completed within the specified dates on the cost share contract.
- The landowner is responsible for full installation of the project before the project installation deadline listed on the cost share contract. If a deadline extension is required to complete the project the landowner must make the request no less than 30 days prior to the project installation deadline.
- The landowner is responsible to pay, in full, all receipts and invoices directly to the contractor or vendor.
- The funding amount will not exceed the amount specified on the original cost share contract. The landowner, prior to completion of the project, shall obtain a District Board approved contract amendment to increase funding amounts.
- Landowner may be requested to obtain two quotes for the proposed conservation work prior to cost share contract approval by the District Board.
- The practice shall meet the standards and specifications of the USDA Field Office Technical Guide. Unless otherwise noted by technical staff.
- The practice shall be seeded according to project design requirements. Mulching, erosion control blanket or other erosion control devices may also be required. These items shall be completed or agreed to before certification and approval of the practice.
- The District will consider funding tile installation only for the following purposes:
 - If it is necessary to establish vegetation for an approve practice.
 - If it is necessary to ensure project success for a minimum of ten years.
 - If it is part of an approve practice. (I.e. water and sediment control basins).
- Funding will not be provided for tile installation if the activity will impact a wetland or for the sole purpose of drainage.

- It is the District’s goal to support and leverage federal USDA – Environmental Quality Incentive Program (EQIP) funding through District technical assistance.
- If USDA-Conservation Reserve Program (CRP) dollars are secured for a project, the landowner must sign a Freedom of Information Act release form that allows the District access to applicable information within the landowners CRP project case file.
- The landowner is responsible for the operation and maintenance of practices applied under this program to ensure the conservation objective of the practice is achieved for a minimum of 10 years.
- If the practice has failed prior to the 10 year term due to improper maintenance, the landowner will be responsible for the necessary repairs. If the landowner decides not to repair the practice to the original specifications, they shall be obligated to reimburse funding in accordance with the approved cost share contract.
- If the title to the land where the practice is installed is transferred to another party before the expiration of the life of cost share contract, it shall be the responsibility of the land occupier or landowner who signed the contract to advise the new owner that the contract is in force.
- The tract of land where the practice is installed shall remain in an agricultural land use for a minimum period of 10 years unless the new land use does not result in a water quality threat.
- Applications requesting funding will be reviewed in four application rounds with the following deadlines:
 - Round #1 Application Deadline: March 15
 - Round #2 Application Deadline: May 15
 - Round #3 Application Deadline: July 15
 - Round #4 Application Deadline: September 15
- The application deadlines may be extended at the District Board’s discretion.
- Applications not approved may be resubmitted for review in following rounds within the calendar year.
- District Staff will prioritize applications based on local and state priorities and the potential to provide water quality benefits.
- The number of contracts approved may be limited by the amount of funding and staff time available. The District Board reserves the right to limit funding at their discretion.
- Stormwater Runoff Control (Code 570) practices are not eligible for funding through the IPP program unless otherwise approved by District Board action.

Incentive Payment Practices (See IPP Fact sheet)

- For projects that use State grant funds, local funds or a combination of state and local funds, the total combined funding amount shall not exceed 75% of the total documented project cost.
- Up to 50% of the documented project cost for the materials and activities required to seal unused wells in accordance with Minnesota Rules Chapter 4725 (Minnesota Department of Health).

Conventional Filter Strips:

- The landowner must enroll in the CCRP with the USDA - Farm Service Agency (FSA) and meet all of their site location and crop history requirements.
- The District will provide up to \$250 per acre per year, in combination with the CCRP, for the establishment of new or existing filter strips.
- The landowner must choose the maximum allowable CCRP contract length to be eligible for the IPP Filter Strip Program.

- The Filter Strip Program provides the total contract payment in one lump sum when the filter strip seeding has been completed and certified. The filter strip must be established, operated, and maintained according to USDA-Natural Resources Conservation Service Field Office Technical Guide (NRCS-FOTG) Conservation Practice Standards. All certifications are made by District staff and all payments must be approved by the District Board.
- Total filter strip payments are limited to \$15,000 per contract.

Harvestable Filter Strips:

- The Harvestable Filter Strip Program eligibility requirements are the same as the current FSA Conservation Reserve Program (CRP) site location and crop history standards. District staff completes all eligibility determinations.
- The minimum filter strip width eligible for payment is 30-feet. The maximum filter strip width eligible for payment is 120-feet.
- Landowners enrolled in the District's general Filter Strip Program or the Dakota County Farmland and Natural Areas Program are not eligible for the Harvestable Filter Strip Program.
- The District pays up to \$100 per acre per year.
- The Harvestable Filter Strip Program provides the total contract payment in one lump sum when the filter strip seeding has been completed and certified. All certifications are made by District staff and all payments must be approved by the District Board.
- Total filter strip payments are limited to \$15,000 per contract.
- The filter strip must be established, operated, and maintained according to NRCS –FOTG standards.
- Harvesting within the filter strip is allowed only after August 1 of each year to avoid the primary nesting season unless an earlier harvest date is approved by District staff.
- The minimum remaining vegetation height after harvest is 6-inches for cool season grasses and legumes, and 10-inches for native warm season grasses and forbs.