



AGENDA

Dakota County Soil and Water Conservation District Board Meeting

February 11, 2021 - 9:00 a.m.

This Board meeting will be via telephone and conducted under Minnesota Statutes section 13D.021. Members of the public may access the meeting through teleconference by calling 651-372-8299 and entering the conference ID number of 943 3225 8059 followed by # sign. If prompted to enter a passcode, the passcode is 220764.

1. Call to Order and Roll Call
2. Audience
Anyone wishing to address the Board regarding an item that is not on the agenda may come forward at this time. Comments are limited to five minutes.
3. Approval of Agenda (Additions/Corrections/Deletions)

CONSENT AGENDA

To be adopted under one motion unless a request is made to move an item to Regular Agenda for discussion

4. Approval of January 14, 2021 Meeting Minutes
5. Approval of February 11, 2021 Accounts Payable
6. Authorization to Exercise Technical Assistance Option for FY21 Conservation Cost Share Grant
7. Authorization to Submit Non-structural Land Management Practices Implementation Plan for FY21 Conservation Cost Share Grant
8. Authorization to Submit FY21 funding request to Minnesota Board of Water and Soil Resources for Mississippi River East, Minnesota River South and Vermillion River Watershed Based Implementation and Execute Grant Agreement
9. Authorization to Enter into Engagement Letter with Peterson Company Ltd for Conducting 2020 Financial Audit

REGULAR AGENDA

10. Adopt 2021 Cost Share Policies Action
11. Announcements and Reports
 - Natural Resources Conservation Service
 - Dakota County
 - Vermillion River Watershed Joint Powers Organization
 - Cannon River Watershed Joint Powers Board
 - Metropolitan Conservation Districts Joint Powers Board
 - Minnesota Association of Soil and Water Conservation Districts
 - District Managers Report
 - Board of Supervisor Announcements

12. Upcoming Events

Events listed are expected to be held through a call-in format. If information is needed to access the meetings, please contact staff.

- | | |
|-------------------|---|
| February 10, 2021 | Lower Mississippi River Watershed Management Organization Meeting – 3:00 p.m. |
| February 11, 2021 | Dakota Soil and Water Conservation District Regular Meeting – 9:00 a.m. |
| February 16, 2021 | Eagan-Inver Grove Heights Watershed Management Organization Meeting 5:30 p.m. |
| February 17, 2021 | Black Dog Watershed Management Organization Meeting – 5:00 p.m. |
| February 17, 2021 | Lower Minnesota River Watershed District Board Meeting - 7:00 p.m. |
| February 24, 2021 | Metropolitan Conservation Districts Joint Powers Board Meeting – 3:00 p.m. |
| February 25, 2021 | Vermillion River Watershed Joint Powers Board Meeting -1:00 p.m. |
| March 11, 2021 | Dakota Soil and Water Conservation District Regular Meeting – 9:00 a.m. |
| March 18, 2021 | MASWCD Legislative Briefing – 10:00 a.m. |
| March 19, 2021 | MASWCD Metro Area Meeting – 9:00 a.m. |

13. Adjourn

Please note the Board meeting will take place via teleconference by phone. Our building remains closed in response to COVID-19. No in-person meeting will be available. We are following provisions in Minnesota Open Meeting Law addressing meetings in the case of pandemic. For more information please call 651-480-7777.



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, January 14, 2021

9:00 a.m.

4100 220th Street W, Suite 102
Farmington, Minnesota

Board Members Present:

Laura Zanmiller, Chair
Kevin Chamberlain, Vice
Jayne Hager Dee, Treasurer
Chelsea Skog, Secretary
Bruce Johnson, Public Information Officer

SWCD Staff Present:

Brian Watson David Holmen
Curt Coudron Ashley Gallagher
Lana Rotty Diane Schmidtke
Todd Matzke Lindsey Albright
Joe Barten

Others Present:

Rick Berscheid, NRCS
Chris Schmidt, NRCS
Michelle Wohlers, NRCS

Due to the local state of emergency and social distancing, the Board of Supervisors participated in the meeting via telephone and the Board meeting was conducted under Minn. Stat. § 13D.021.

1. Call to Order and Roll Call

Chair Zanmiller called the meeting to order at 9:05 a.m. Chair Zanmiller requested roll call. All Supervisors were present.

2. Election of Officers

Chair Zanmiller turned the meeting over to Brian Watson, he opened the floor for nominations for Chair.

Dee nominated Laura Zanmiller as Chair. Watson called for nominations three times.

21.001 Motion by Dee to close nominations and cast a unanimous ballot, second by Johnson. All members voting in favor. Motion carried.

Watson turned the meeting over to Chair Zanmiller

Johnson nominated Kevin Chamberlain as Vice Chair. Chair Zanmiller called for nominations three times.

21.002 Motion by Johnson to close nominations and cast a unanimous ballot, second by Dee. All members voting in favor. Motion carried.

Chamberlain nominated Jayne Hager Dee as Treasurer. Chair Zanmiller called for nominations three times, hearing no further nominations, nominations were closed.

21.003 Motion by Chamberlain to close nominations and cast a unanimous ballot, second by Skog. All members voting in favor. Motion carried.

Chamberlain nominated Chelsea Skog as Secretary. Chair Zanmiller called for nominations three times, hearing no further nominations, nominations were closed.

21.004 Motion by Chamberlain to close nominations and cast a unanimous ballot, second by Johnson. All members voting in favor. Motion carried.

Chamberlain nominated Bruce Johnson as Public Relations and Information. Chair Zanmiller called for nominations three times.

21.005 Motion by Chamberlain to close nominations and cast a unanimous ballot, second by Skog. All members voting in favor. Motion carried.

3. Audience

Chair Zanmiller asked if there was anyone on the call that wished to address the Board on an item that is not on the agenda. No one came forward.

4. Approval of Agenda

21.006 Motion by Dee, second by Johnson to approve the agenda. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried

CONSENT AGENDA

5. Approval of December 29, 2020 Meeting Minutes

The December 29, 2020 Meeting Minutes were presented.

6. Approval of January 14, 2021 Accounts Payable

The January 14, 2021 Accounts Payable were presented.

7. Designate 2021 Financial Depositories as Vermillion State Bank and Castle Rock Bank

Designate the Castle Rock Bank as the primary savings and checking account and to designate the Vermillion Bank as secondary savings and checking account.

8. Designate 2021 Official Newspaper as the Dakota County Tribune

Designate the Dakota County Tribune as the official newspaper for 2021.

9. Adopt 2021 Board Operating Rules and Guidelines

Adopt the Board Operating Rules as presented.

10. Adopt 2021 Membership Dues

Adopt membership dues, Metropolitan Conservation Districts Joint Powers Board, Cannon River Watershed Joint Powers Board, Minnesota Association of Soil and Water Conservation Districts (Area and State), National Association of Conservation District.

11. Authorization to Amend Contract with 144 Design Inc. for Web Site Redesign

Amend contract with 144 Design Inc, to extend completion date to October 31, 2021 to allow for WMO review, comment, and modifications.

12. Authorization to Execute Joint Powers Agreement with Lower Minnesota River Watershed District for 2021 Services

Authorization to execute FY2021 Joint Power Agreement with Lower Minnesota River Watershed District for administrative and technical assistance.

13. Authorization to Execute Joint Powers Agreement with Vermillion River Watershed Joint Powers Organization for 2021 Services

Authorization to execute FY2021 Joint Power Agreement with Lower Minnesota River Watershed District for administrative and technical assistance.

21.007 Motion by Chamberlain, second by Johnson to approve the consent agenda items. Members voting in favor: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

REGULAR AGENDA

14. Establish Board Committees and Assignments for 2021

Watson stated that each year we assign SWCD Board members to various organizations and internal committees. He reviewed the current list of committees and asked for comments and potential changes to the list. Chamberlain questioned if the WMOs and the VRW JPO should be on the list. Watson clarified that the SWCD is not a voting member of each of the WMOs or the VRW JPO and therefore, they are not listed.

<u>Committee</u>	<u>Member</u> (Primary)	<u>Member</u> (Alternate)
Community Development	Laura Zanmiller	Chelsea Skog
Education and Outreach.....	Jayne Hager Dee	Chelsea Skog
Finance.....	Jayne Hager Dee	Bruce Johnson
Personnel.....	Laura Zanmiller	Kevin Chamberlain
Rural Land.....	Kevin Chamberlain.....	Jayne Hager Dee
<u>Assignment</u>	<u>Primary</u>	<u>Alternate</u>
Metropolitan Conservation Districts JPB.....	Laura Zanmiller	Chelsea Skog
Legislative Assignment	Jayne Hager Dee	Chelsea Skog
NRCS Local Work Group	Kevin Chamberlain	Jayne Hager Dee
Cannon River Watershed JPB	Kevin Chamberlain.....	Jayne Hager Dee

21.008 Motion by Chamberlain, second by Johnson to approve the 2021 SWCD Board Committees and Assignments as listed above. All members voting in favor. Motion carried.

15. Announcements and Reports

Natural Resources Conservation Service

Chris Schmidt provided the Natural Resources Conservation Services (NRCS) report. He stated that the MN NRCS is starting to advertise some direct-hire positions. The Civil Engineering Technician position has been filled with Colin Williams and they are working to fill the Soil Conservation Technician position housed in Le Center. All 2020 annual CSP and CST payments have been approved. No dates have been announced yet for the 2021 CSP sign-up. MN NRCS is operating under a level zero and one, due to COVID-19; which means all staff are teleworking with up to 2 NRCS staff in the office for phones each day, maintaining physical distance, and no public allowed in the building, until further notice. All HEL and wetland determination files were boxed and shipped to be scanned digitally, that task is complete, and awaiting the digital files to be available to the Field Office. The general CRP sign-up opened on January 4 and will close on February 12. There will be two batching periods for the EQIP sign-up, the first application deadline was November 20, and the second is March 5, 2021. They must have the first batch of applications assessed by March 5, there were 53 received in Dakota County. EQIP applications for cropland, pastureland, and forestland funding will be assessed at the local level rather than area. Annual performance plans for staff are due Friday January 15.

Dakota County

There was no Dakota County report.

Metropolitan Conservation Districts Joint Power Board

There was no Metropolitan Conservation District Joint Powers Board report. The next meeting is scheduled for February 24.

Minnesota Association of Soil and Water Conservation Districts

Watson stated the Minnesota Association of Soil and Water Conservation Districts (MASWCD) provided an advocacy toolkit with resources to help navigate the 2021 legislative session. Information was also provided on the need for Clean Water funds for SWCD capacity as well as other key priorities.

Cannon River Watershed Joint Powers Board

Chamberlain stated that the Cannon River Watershed Joint Powers Board (CRWJPB) held the first meeting of the year. The officer positions remain the same, with the addition of a Treasurer, Richard Cook/Rice SWCD. The budget was approved with a few questions. The bylaws and operational policies drew quite a bit of discussion. Staff was directed to finalize prior to the next meeting. There was discussion regarding the most efficient way for projects to be approved, it was decided that the Executive Committee will review and determine if they meet approval.

Vermillion River Watershed Joint Powers Organization

There was no Vermillion River Watershed Joint Powers Organization report.

District Managers Report

Watson congratulated Supervisors Zanmiller, Chamberlain, and Skog on their re-election to 4-year terms. However, with that, he added that the results of the 2021 census may impact the district boundaries prior to the end of their terms. Watson also stated that Andy Lokken, Dakota County Elections Director, administered the oath of office to each of those Supervisors earlier this week.

Board of Supervisors Reports

There were no reports or update provided.

Upcoming Events

The upcoming events were reviewed.

16. Adjourn

20.009 Motion by Johnson, second by Chamberlain to adjourn the meeting. Members voting in favor: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Chelsea Skog

Secretary

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Consent Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 2/11/2021

Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Authorization to exercise technical assistance option for FY21 Conservation Cost Share grant.

SUMMARY:

The Minnesota Board of Water and Soil Resources (BWSR) allows soil and water conservation districts to use the Conservation Cost Share Grant for technical assistance rather than for cost share to landowners. The option became available as project implementation has moved to Clean Water Fund appropriations from the State legislature and there remains a lack of reliable funding for staff to plan and design conservation practices.

Our allocation under the FY21 Conservation Cost Share funds will be \$22,054 and we have until December 31, 2023 to spend the grant funds.

Staff is recommending that up to \$22,054 be allowed for technical assistance. This recommendation allows us flexibility to use some, or all, of the funds for the installation of projects depending on our needs.

EXPLANATION OF FISCAL/FTE IMPACT:

If approved, annual staff work plans for 2021 and 2022 will be modified as technical assistance funds are needed.

Supporting Documents:

BWSR Technical Assistance Option for FY2021 Conservation Cost Share Grant

Previous Board Action:

None

TECHNICAL ASSISTANCE OPTION FOR FY 2021 CONSERVATION COST SHARE GRANT

The Erosion Control & Water Management (i.e. Cost Share) Program Policy allows SWCDs to use all or part of their Conservation Cost Share (CCS) allocation for technical assistance, with Board Conservationist approval, when:

1. Other non-state funds will be leveraged and they couldn't do the project otherwise; or,
2. Funds are used on a project(s) that is CCS Program or EQIP eligible and their most recent Financial Report indicates less than an 18-months fund balance.

Implementation Policy

- A) SWCD board action and documentation in the minutes will be required for any District using their CCS grant for technical assistance instead of practices. On a form provided by BWSR, the request must include a **narrative** indicating how the funds will be used, a **budget**, and **signature** of the chair. The request must then be sent to the Board Conservationist for approval prior to using funds for these purposes.
- B) CCS funds used for technical assistance are regarded as **"used on practices"** for future productivity calculations.
- C) The option remains for a SWCD to use 20% of their CCS grant for technical and administrative costs. (To further define eligible technical and administrative activities, see the Erosion Control and Water Management Program Policy, Section 3.2, "TA Activities.")
- D) CCS grant funds dedicated to technical assistance instead of practices,
 - 1) Must be used for SWCD or JPB staff costs, not private consultants.
 - 2) Must be spent by the end of the grant agreement period.
 - 3) Cannot be used as match for NPEA grants.
- E) SWCDs may pool their funds to provide technical assistance via a pooling agreement or JPA.

Requirements

- A) SWCDs have **until the end of the first FY of the grant** to request to use their CCS grant for technical assistance.
- B) In accordance with BWSR administrative policy all CCS grant funds used for technical assistance **must be fully reported in eLINK**. This reporting must clearly connect the technical assistance to one or more projects and identify any non-state financial contribution leveraged.
- C) CCS funds used for technical assistance do not require a local share contribution (local match).



**TECHNICAL ASSISTANCE OPTION REQUEST
FOR FY 2021 CONSERVATION COST SHARE GRANT**

SWCD: Dakota

Briefly describe how funds will provide technical assistance for:

- Projects that will leverage other non-state funds and that would not otherwise be completed; or
- Projects that are Conservation Cost Share Program or EQIP eligible; your most recent Financial Report must indicate less than an 18-month fund balance.

Funds may be used to leverage either federal or local programs. These funds may be used toward project development, including support activities such as marketing; geographic and pollutant target maps for landowners; community engagement and education with landowners to create a broader understanding of regional and state water quality goals to initiate discussions about their property impairments. This may also include completing survey, design, cost estimates, and other technical engineering services. The SWCD Board action includes flexibility to use any portion up to \$22,054 on cost share eligible practices.

Budget

FY	Conservation Cost Share Grant Amount	\$22,054.00
	TA amount requested for staff salaries ¹	\$0.00
	TA amount requested for other ²	\$0.00
	Total funds requested for technical assistance	22,054.00
	Balance remaining for conservation practices	\$0.00
¹ Salary may include wages and benefits; calculate the billable rate as outlined in BWSR's Grants Administration Manual ² Additional benefits, training, or travel expenses not included as part of salary; activities proposed under this category are subject to approval by your Board Conservationist and must be specifically identified here:		

Requested by:

SWCD Chair Signature

2/11/2021

Date

Approved by:

Board Conservationist Signature

Date

Please submit this request to your Board Conservationist on or before the end of the first Fiscal Year of the grant.

BCs must attach a copy of the signed form under the Attachments tab of the grant record in eLINK.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Consent Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 2/11/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorization to submit Non-structural Land Management Practices (NLMP) Implementation Plan for FY21 Conservation Cost Share grant.

SUMMARY:

Draft 2021 Cost Share Policies include cover crops and harvestable cover as eligible practices for incentive payments. Unlike structural practices which are not re-established annually, cover crops and some harvestable covers need to be replanted each year and are considered non-structural practices.

To use Conservation Cost Share Grant funds for non-structural practices, a Nonstructural Land Management Practices (NLMP) Implementation plan must be submitted, reviewed, and approved by the BWSR Board Conservationist.

Cover crops are the main practice identified in the NLMP. Harvestable cover is not currently an eligible practice for Minnesota Board of Water and Soil Resources (BWSR) funds. However, the NLMP includes a description of harvestable covers and a request to the BWSR to consider harvestable covers as an eligible practice in the future.

EXPLANATION OF FISCAL/FTE IMPACT:

Approval of a NLMP Implementation Plan creates additional State funding options for cover crop practices.

Supporting Documents:

Nonstructural Land Management Practices (NLMP)
Implementation Plan Request Form

Previous Board Action:

None



**NONSTRUCTURAL LAND MANAGEMENT PRACTICES (NLMP)
IMPLEMENTATION PLAN REQUEST FORM
FY 2021 CONSERVATION COST SHARE BASE GRANT**
(Period of July 1, 2020 through December 31, 2023)
For The Erosion Control and Water Management Program

SWCD: Dakota County

Contact: Brian Watson

Briefly describe the District's proposed local policy and implementation plan for incorporating nonstructural land management practices into your conservation cost share program by answering the following questions. A maximum of three pages, not including the signature page is allowed for your answers.

1. What prioritized, targeted and measurable actions have been taken to ensure that there is a direct erosion control and water quality connection to an identified large scale plan?

Various plans have prioritized nonstructural practices, including cover crops, continuous cover, and perennial crops, as important practices to control erosion and reach water quality goals.

The Dakota County SWCD Comprehensive Plan 2016-2025 has six main objectives. The implementation of non-structural practices helps achieve goals in three of the objectives: Protect and Restore Surface Water Quality, Protect and Restore Groundwater Quality and Supply, and Restore Habitats and Improve Soil Health. Individual projects and practices are further prioritized during the SWCD's cost-share application ranking process for individual cost share projects.

The North Cannon River WMO Watershed Management Plan states a goal of reducing soil erosion and sediment throughout the watershed by providing local match for grants and/or cost share assistance to landowners to install BMPs that reduce soil erosion, including cover crops (Section 5.3, page 60).

The Vermillion River Watershed Plan has goals to protect and restore groundwater quality and maintain a sustainable water supply by providing cost-share or other incentives for producers using cover crops or nutrient management plans (Section 6.2.B.8.b, page 97, Figure 7.10.1: Implementation Plan Table, page 121).

The Dakota County Groundwater Plan 2020-2030 Implementation Table lists reducing agricultural chemical contamination as a high priority and includes partnering with the SWCD and others to promote water quality Best Management Practices (BMPs) and Alternative Management Tools (AMTs) (Chapter 2: Plan Implementation, Implementation Table, page 32). Examples of BMP and AMT practices include transitioning from annual to perennial crops, establishing cover crops, and increasing continuous cover (page 25). The plan also includes providing cost share funding through SWCD for agricultural water quality BMPs and AMTs (Chapter 1, Goals, Strategies and Tactics, 1B1C page 6).

2. How and what technical assistance will be provided to land occupier to ensure a whole farm or field scale conservation plan is developed and implemented?

Dakota SWCD follows Natural Resources Conservation Service (NRCS) planning steps, which includes a whole farm evaluation. Soil health is the base of good management and erosion control. Therefore, cover crops (and residue management) are always part of the discussion with landowners and part of the site assessment. Dakota SWCD also follows NRCS practice standards to ensure the success of practices.

Technical expertise of the district includes 3 staff with Job Approval Authority for Practice Standard 340 – Cover Crop. Funding is prioritized to the most cost-effective projects through a ranking process. Land management is factored into the score as well as the cost per pound of phosphorus reduced through the project.

- 3. List the types of nonstructural land management practices that will be eligible for financial assistance. What specific FOTG standards will be used for these practices? What will be the effective life of these practices?**

*Cover Crops will be eligible for financial assistance through our Incentive Payment Practices (IPP) Program. **NRCS Conservation Practice Standard 340 – Cover Crop** will be used for the practice standard. Applicants will have the option of a one year or multiple (up to three) year commitment. Since the soil health benefits are more apparent from multiple years of cover crops, the three-year option will be at a higher incentive rate than the one-year option. This is similar to the NRCS EQIP financial assistance structure. Minimum effective life of the practice will match the duration of the landowner’s commitment. Funding for cover crops is intended to promote the use of cover crops where they have not previously been used, with the goal of having cover crops continue to be part of the landowner’s long-term operations after the duration of the contract.*

Harvestable Cover in the form of a winter annual crop or a perennial crop will also be eligible through our IPP program. Applicants will have the option ranging from a 1-year to a 5-year commitment. Because harvestable covers are not currently considered eligible for state funding, the SWCD will pursue local funding sources for these practices.

- 4. What will be proposed flat rates OR the maximum percentage based on invoices and receipts for the listed practices and, if flat rates are being proposed, how did you determine the feasibility of these rates? Will there be any other program funding being paid on these practices?**

Flat rates will be used and were developed based on EQIP rates, rates of surrounding SWCD cover crop programs, and discussions with landowners. Rates are \$25 per acre for a one-year contract and \$35 per acre per year for a multiple year contract on cover crops. There will be no requirement on number of species seeded but higher diversity will be encouraged and rank higher than single species when competitively ranking applications. There will be a maximum of 100 acres per contract. Other local funding sources may be used to fund cover crops through the SWCD cost share program, but combined funding is still limited to \$25 per acre for a single year contract and \$35 per acre per year for a multiple year contract. Fields that receive cover crop funding through other cost share programs (e.g. NRCS EQIP) are not eligible for funding through the SWCD cost share programs.

- 5. How will the District implement contracts with Land Occupiers for technical assessments, conservation planning, practice implementation and technical certification, payment schedule within the timelines of the grant agreement and practice noncompliance issues?**

We will utilize the existing structure and policies of our Incentive Payment Practices (IPP) Program, which includes all required phases and documentation from planning, implementation oversight, final certification and inspections.

Payment for the first year will be made after certification of the installation and District Board approval. For multiple-year contracts, payments for additional years will be made annually when cover crop seeding

has been completed for that year and has been certified by District staff. Because State grants have a 3-year lifespan and multiple -year contracts may extend past the State grant lifespan, State funding will only be used for the years that are within the grant lifespan. For contract years outside of the grant lifespan, local funding sources will be used.

- 6. What are your proposed O&M procedures and policy to ensure these practices are incorporated into the farming operation? Will this result in a modified operation, maintenance and site inspection program for nonstructural land management practices as per BWSR GAM policy? And, if yes, what are those modifications.**

Each practice will have an Operations and Maintenance Plan developed to meet the applicable practice standard that is specific to the site and practice installed. Inspections will continue to occur per BWSR GAM policy for nonstructural land management practices; inspections will be completed annually to ensure that the practice has been incorporated as long as State funding is available to complete the inspections after the applicable State grant term has expired. After the completion of the contract, follow up with the landowner will allow the SWCD to gauge whether adoption of non-structural practices continues to occur after financial assistance ceases.

- 7. Is there any other information you would like to provide at this time?**

Harvestable Cover in the form of a winter annual crop or a perennial crop will also be eligible through our IPP program. Harvestable covers are not currently considered eligible for State funding because harvestable cover does not fully meet a NRCS FOTG practice standard or other BWSR-recognized ecological practice standard. Harvestable cover meets the NRCS practice standard for Cover Crops with the exception that a crop can be harvested. The practice provides a demonstrated benefit to surface water and groundwater and is a priority for the SWCD and partnering organizations. The SWCD will pursue local funding sources for these practices. Future inclusion of harvestable covers as an eligible practice under state funding sources is requested.

SIGNATURE PAGE

Requested By:

SWCD Chair Signature

Date

Approved By:

Board Conservationist Signature

Date

Please submit this request to your Board Conservationist on or before the end of the first Fiscal Year of the grant.

BCs must attach a copy of the approved request form under the Attachments Tab of the grant record in eLINK.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**Consent Agenda**

Request for Board Action

Roll Call Vote

Meeting Date: 2/11/2021

Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Authorization to submit FY21 funding request to the Minnesota Board of Water and Soil Resources for Mississippi River East, Minnesota River South and Vermillion River Watershed Based Implementation and execute grant agreement.

SUMMARY:

The Minnesota Board of Water and Soil Resources (BWSR) allocated funds to Watershed Implementation Partnerships (WIPs) within the 7-county metro area. Dakota County includes all or portions of 4 Metro WIPs: Cannon River, Mississippi River East, Lower Minnesota River South, and Vermillion River.

Several meetings were held for each of the four WIP's. Each WIP developed a different process to prioritize projects and programs to pursue with the allocated funds. This is a non-competitive grant process from a statewide perspective but requires collaboration and agreement at the local level from participating watershed management authorities including counties, cities, watershed management organizations, watershed districts and soil and water conservation districts.

The Cannon River WIP has completed the process and the SWCD Board authorized grant execution on December 10, 2020. The prioritization process in the remaining 3 WIPs resulted in agreement for the Dakota SWCD to pursue the following activities with the funds allocated:

Mississippi River East WIP (\$1,085,548 allocated)

- Install stormwater practices and grant administration \$32,656

Minnesota River South WIP (\$829,075 allocated)

- Install stormwater practices and grant administration \$50,000

Vermillion River WIP (\$650,684 allocated)

- Conduct one sub-watershed analysis (SWA) \$27,000
 - Install structural practices to reduce sediment in completed SWA areas \$18,000
 - Conduct outreach and technical assistance on irrigation water management \$18,000
 - Install nonstructural practices to reduce nitrate leaching in sensitive groundwater areas \$18,000
 - Grant administration \$3,915
- \$84,915

A 10% match is required and will be included in the final work plan submitted to BWSR. Funding for the three WIPs is planned to be incorporated into one grant agreement. The term of the grant agreement will be from the date of execution to December 31, 2023.

EXPLANATION OF FISCAL/FTE IMPACT:

Activities will be added to 2021, 2022 to 2023 annual staff work plans and budget documents.

Supporting Documents:

Watershed Based Implementation Application for each WIP

Previous Board Action:

None



Watershed Based Implementation JAN Application

Grant Name - 2021 Metro WBIF - MN River South -(Dakota SWCD)

Grant ID - C21-7653

Organization - Dakota SWCD

Allocation	Watershed Based Implementation JAN 2021	Grant Contact	Curt Coudron
Total Grant Amount Requested	\$50,000.00	County(s)	Dakota
Grant Match Amount	\$5,000	12 Digit HUC(s)	
Required Match %	10%	Applicant Organization	Dakota SWCD
Calculated Match %	10%	Application Submitted Date	
Other Amount			
Project Abstract	<p>This project will protect and improve surface waters that receive stormwater discharge from urban land that does not have adequate stormwater treatment. The project will provide needed technical assistance and cost share funding for landowners to design and implement medium sized water quality BMPs. BMPs may include gully stabilizations, infiltration basins, bioretention basins, hydrodynamic separators, other stormwater runoff controls and streambank and shoreline protections. Depending on the size and scale of the projects, 2 to 3 mid-sized stormwater BMPs will be installed through this project.</p>		
Proposed Measurable Outcomes	<p>The proposed BMPs will result in an estimated 1.0 lb of phosphorus reduced annually and 40,000 cubic feet per year of volume reduced annually.</p>		

Application Budget

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Stormwater BMP Project Development	SWCD will coordinate with landowners to solicit and discuss projects, conduct initial site assessments and field surveys, and develop designs prior to SWCD Board contract approval. SWCD staff with proper JAA will develop BMP recommendations that consider site specific opportunities and constraints, estimated project costs, pollutant reduction, installation timing, and available funding.	PROJECT DEVELOPMENT	\$13,000.00	
Stormwater BMP Technical Assistance and Engineering	<p>SWCD staff will provide technical assistance and engineering to include, but not limited to, construction staking, construction oversight, contractor coordination, construction inspections, and project certification. This activity will also include tasks needed to bring documentation to the SWCD Board for final payment approval and subsequent inspections needed to evaluate status of the project after project completion but within the grant term.</p> <p>District Technical Standards include, but are not limited to, the most current: USDA Field Office Technical Guide, MPCA Stormwater Manual, MPCA Protecting Water Quality in Urban Areas, NPDES General Stormwater Permit for Construction Activity, Minnesota Urban Small Sites BMP Manual, Dakota County Low Impact Development Standards, and applicable local, state and federal regulations. Dakota SWCD staff with proper JAA will review and approve projects. When professional engineering is required or specific conservation practices require expertise above current technical capacity, the District will use professional engineers from our various partners or those with appropriate job approval authority.</p>	TECHNICAL/ENGINEERING ASSISTANCE	\$10,000.00	

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Administration	SWCD staff will manage the grant funds and local match to include budgeting, tracking employee time and billable rates, referencing BWSR Grants Administration Manual, providing interim and final eLINK reports, financial record keeping and communication on grant status and achievements.	ADMINISTRATION /COORDINATION	\$2,000.00	
Stormwater BMP Installation	Install best management practices (BMPs) to protect surface waters that receive discharge from areas that do not have adequate stormwater treatment. Funds will be used to provide installation cost share to landowners. Prioritization and funding for projects will be provided through Dakota SWCD's established cost share programs according to SWCD adopted Cost Share policy and BWSRs grant administration manual. The installed BMPs will result in an estimated 1.0 lb of phosphorus reduced annually and 40,000 cubic feet per year of volume reduced annually.	URBAN STORMWATER MANAGEMENT PRACTICES	\$25,000.00	

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Stormwater BMP Installation	VOLUME REDUCED (ACRE- FEET/YEAR)	0.9 ACRE-FEET/YR	Minnesota River, Surface waters that receive discharge from areas lacking adequate stormwater	MIDS	

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
			treatment		
Stormwater BMP Installation	PHOSPHORUS (EST. REDUCTION)	1.0 LBS/YR	Minnesota River, Surface waters that receive discharge from areas lacking adequate stormwater treatment	MIDS	



Watershed Based Implementation JAN Application

Grant Name - 2021 Metro WBIF - Miss River East (Dakota SWCD)

Grant ID - C21-2255

Organization - Dakota SWCD

Allocation	Watershed Based Implementation JAN 2021	Grant Contact	Curt Coudron
Total Grant Amount Requested	\$32,565.00	County(s)	Dakota
Grant Match Amount	\$3,435	12 Digit HUC(s)	
Required Match %	10%	Applicant Organization	Dakota SWCD
Calculated Match %	11%	Application Submitted Date	
Other Amount			
Project Abstract	This project will provide technical assistance and project funding to design and install 2-3 stormwater retrofit practices (approximate number) to reduce nutrients and sediment or provide volume reductions. Practices installed may include gully stabilizations, infiltration basins, bioretention basins, or hydrodynamic separators and would be implemented through existing SWCD incentive programs. Practices will protect surface waters that receive stormwater discharge from urban land that does not have adequate stormwater treatment.		
Proposed Measurable Outcomes	Project is estimated to have 0.5 lb of phosphorous reduction annually and 20,000 cubic feet per year of volume reduction annually over life of practice installed.		

Application Budget

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Stormwater BMP Installation	Install best management practices (BMPs) to protect surface waters that receive discharge from areas that do not have adequate stormwater treatment. Funds will be used to provide cost share and incentives to landowners. Prioritization and funding for projects will be provided through Dakota SWCD's established cost share programs according to SWCD adopted Cost Share policy and BWSRs grant administration manual. Installed BMPs are estimated to have 0.5 lb of phosphorous reduction annually and 20,000 cubic feet per year of volume reduction annually over life of practices installed.	URBAN STORMWATER MANAGEMENT PRACTICES	\$16,000.00	
Administration	SWCD staff will manage the grant funds and local match to include budgeting, tracking employee time and billable rates, referencing BWSR Grants Administration Manual, providing interim and final eLINK reports, financial record keeping and communication on grant status and achievements.	ADMINISTRATION /COORDINATION	\$1,565.00	
Stormwater BMP Project Development	SWCD will coordinate with landowners to solicit and discuss projects, conduct initial site assessments and field surveys, and develop designs prior to SWCD Board contract approval. SWCD staff with proper JAA will develop BMP recommendations that consider site specific opportunities and constraints, estimated project costs, pollutant reduction, installation timing, and available funding.	PROJECT DEVELOPMENT	\$8,000.00	

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Stormwater BMP Technical Assistance and Engineering	SWCD staff will provide technical assistance and engineering to include, but not limited to, construction staking, construction oversight, contractor coordination, construction inspections, and project certification. This activity will also include tasks needed to bring documentation to the SWCD Board for final payment approval and subsequent inspections needed to evaluate status of the project after project completion but within the grant term. District Technical Standards include, but are not limited to, the most current: USDA Field Office Technical Guide, MPCA Stormwater Manual, MPCA Protecting Water Quality in Urban Areas, NPDES General Stormwater Permit for Construction Activity, Minnesota Urban Small Sites BMP Manual, Dakota County Low Impact Development Standards, and applicable local, state and federal regulations. Dakota SWCD staff with proper JAA will review and approve projects. When professional engineering is required or specific conservation practices require expertise above current technical capacity, the District will use professional engineers from our various partners or those with appropriate job approval authority.	TECHNICAL/ENGINEERING ASSISTANCE	\$7,000.00	

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Stormwater BMP Installation	VOLUME REDUCED (ACRE-FEET/YEAR)	.46 ACRE-FEET/YR	Mississippi River, Surface waters that receive discharge from areas lacking adequate	MIDS	

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
			stormwater treatment		
Stormwater BMP Installation	PHOSPHORUS (EST. REDUCTION)	0.5 LBS/YR	Mississippi River, surface waters that receive discharge from areas lacking adequate stormwater treatment	MIDS	



Watershed Based Implementation JAN Application

Grant Name - 2021 Metro WBIF - Vermillion River (Dakota SWCD)

Grant ID - C21-3345

Organization - Dakota SWCD

Allocation	Watershed Based Implementation JAN 2021	Grant Contact	Curt Coudron
Total Grant Amount Requested	\$84,915.00	County(s)	Dakota
Grant Match Amount	\$9,000	12 Digit HUC(s)	
Required Match %	10%	Applicant Organization	Dakota SWCD
Calculated Match %	11%	Application Submitted Date	
Other Amount			
Project Abstract	<p>This project has multiple components to address priorities in the Vermillion River watershed.</p> <p>A subwatershed analysis (SWA) will be completed to prioritize and identify specific practices in a portion of the lower mainstem of the Vermillion River.</p> <p>Ag BMPs based on locations identified in previously completed SWAs will also be installed. BMPs would include structural practices and nonstructural practices as identified within the completed SWAs. Potential practices include: cover crop, critical area planting, filter strip, grade stabilization structure, grassed waterway, stream and shoreline protection, water and sediment control basins.</p> <p>Outreach and technical assistance with irrigation operators on irrigation water management to address groundwater sustainability and limit nutrient leaching will be completed.</p>		

	Nitrate reduction nonstructural BMPs including cover crops and perennial vegetation will be implemented within high or very high aquifer susceptibility areas.
Proposed Measurable Outcomes	One SWA will be completed. 9 tons of sediment will be reduced annually through agricultural BMPs. Outreach and technical assistance provided for up to 30 irrigation operators. Nitrate reduction BMPs will be implemented on 100 acres.

Application Budget

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Project Development	<p>Three activities require project development, including Ag BMPs in the Upper Mainstem and South Branch subwatersheds, irrigation water management in susceptible groundwater areas, and implementing nitrate reduction BMPs.</p> <p>SWCD will coordinate with landowners to solicit and discuss projects, conduct initial site assessments and field surveys, and develop designs prior to SWCD Board contract approval. SWCD staff with proper JAA will develop BMP recommendations that consider site specific opportunities and constraints, estimated project costs, pollutant reduction, installation timing, and available funding. A private consultant maybe hired to work on irrigation management aspects that are outside of SWCD staff JAA.</p> <p>Grant funds for project development are estimated at \$5,000 for developing Ag BMPs in the Upper Mainstem and South Branch, \$18,000 for Irrigation management for up to 30 irrigation operators, and \$2,000 for developing nitrate reduction BMPs.</p>	PROJECT DEVELOPMENT	\$25,000.00	

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Nitrate Reduction BMPs	Install nitrate reduction BMPs including cover crops and perennial vegetation in areas with high or very high nitrate risk to aquifers. Funds will be used to provide installation cost share and annual incentive payments to landowners. Prioritization and funding for projects will be provided through Dakota SWCD's established cost share programs according to SWCD adopted Cost Share policy and BWSRs grant administration manual. Practices such as cover crops will be implemented for 3 years. Other lifespans will vary depending on practice type. An estimated 100 acres will be implemented.	NON-STRUCTURAL MANAGEMENT PRACTICES	\$13,000.00	3
Technical Assistance and Engineering	Technical assistance and engineering includes staff time for project staking, final design, construction oversight, and final certification. This is applicable to Upper Mainstem and South Branch BMPs and to Nitrate Reduction BMPs.	TECHNICAL/ENGINEERING ASSISTANCE	\$7,000.00	

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
	<p>SWCD staff will provide technical assistance and engineering to include, but not limited to, construction staking, construction oversight, contractor coordination, construction inspections, and project certification. This activity will also include tasks needed to bring documentation to the SWCD Board for final payment approval and subsequent inspections needed to evaluate status of the project after project completion but within the grant term. District Technical Standards include, but are not limited to, the most current: USDA Field Office Technical Guide, MPCA Stormwater Manual, MPCA Protecting Water Quality in Urban Areas, NPDES General Stormwater Permit for Construction Activity, Minnesota Urban Small Sites BMP Manual, Dakota County Low Impact Development Standards, and applicable local, state and federal regulations. Dakota SWCD staff with proper JAA will review and approve projects. When professional engineering is required or specific conservation practices require expertise above current technical capacity, the District will use professional engineers from our various partners or those with appropriate job approval authority.</p> <p>Grant funds for engineering are estimated at \$4,000 for Ag BMPs in the Upper Mainstem and South Branch subwatersheds and \$3,000 for nitrate reduction BMPs.</p>			

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Ag BMPs in the Upper Mainstem and South Branch subwatersheds	Installation of Ag BMPs based on locations identified in SWAs. Funds will be used to provide installation cost share and annual incentive payments to landowners. BMPs would include structural practices and nonstructural practices when that BMP type was identified within the completed SWA. Potential practices in SWA include: cover crop, critical area planting, filter strip, grade stabilization structure, grassed waterway, stream and shoreline protection, water and sediment control basin. Structural BMPs will have a lifespan of 10 years. Non-structural BMPs such as cover crops will have a lifespan of 3 years.	AGRICULTURAL PRACTICES	\$9,000.00	10
Subwatershed Analysis (SWA)	Complete one Subwatershed Analysis (SWA) including desktop analysis, field reconnaissance, cost-benefit ranking, and a final report. This will be completed for a subwatershed within the Middle Mainstem of the Vermillion River.	PLANNING AND ASSESSMENT	\$27,000.00	
Administration	SWCD staff will manage the grant funds and local match to include budgeting, tracking employee time and billable rates, referencing BWSR Grants Administration Manual, providing interim and final eLINK reports, financial record keeping and communication on grant status and achievements.	ADMINISTRATION /COORDINATION	\$3,915.00	

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Ag BMPs in the Upper Mainstem and South Branch subwatersheds	SEDIMENT (TSS)	9 TONS/YR	Vermillion River, Upper Mainstem and South Branch	BWSR CALC (GULLY STABILIZATION)	

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**Regular Agenda**

Request for Board Action

Voice Vote

Meeting Date: 2/11/2021

Prepared by: Lana Rotty

PURPOSE/ACTION REQUESTED:

Authorization to enter into engagement letter with Peterson Company Ltd. for conducting 2020 financial audit.

SUMMARY:

Under Minnesota Statute 103C.325, Soil and Water Conservation Districts are statutorily required to allow the state auditor to annually audit the books of the District and its supervisors or, at the request of the District Board, the state auditor may contract for an annual audit by a certified public accountant.

The District is to be audited at least once every three years or whenever the total revenue since last audit reaches \$500,000. The "total revenue" figure is taken off the year-end "Statement of Revenues, Expenditures and Changes in Fund Balance" in the actual column. This is a cumulative total of annual revenues. Instructions for the audit process and notification of audit required are sent to Districts annually by the Minnesota Board of Water and Soil Resources (BWSR) Central Office. Due to our operating budget being over \$500,000, we are required to have a fiscal year ending December 31, 2020 financial audit completed.

The audit must be conducted by an independent certified public accountant and then submitted first to the Office of the State Auditor in draft form, and once approved, sent to BWSR. The audit will be full scope in nature, resulting in audited financial statements, the auditor's opinion on the financial statements, and reports on internal control and compliance.

Peterson Company, Ltd. has submitted a cost estimate not to exceed \$3,650 to perform the audit for fiscal year ending December 31, 2020. Last year's audit charge was \$3,550. Staff is recommending Peterson Company Ltd complete the financial audit based on cost and their understanding of Soil and Water Conservation District operations.

EXPLANATION OF FISCAL/FTE IMPACT:

The cost to conduct the financial audit is within the adopted 2021 budget.

Supporting Documents:

Engagement Letter from Peterson Company Ltd.

Previous Board Action:

None

January 4, 2021

To the Board of Supervisors and District Manager
Dakota County Soil and Water Conservation District
4100 220th St W, Ste 102
Farmington, MN 55024

We appreciate the opportunity to provide your Organization with an audit bid for the fiscal year ending December 31, 2020. The audit will be performed in accordance with all applicable audit standards.

We anticipate that one day of fieldwork will be required at your office unless the audit is done remotely due to COVID. During this time and during completion of the audit, we will be happy to answer your questions and assist with policies and procedures at no additional cost. The year-end audit fee will be \$3,650.

An engagement letter is enclosed for your review. If you accept our audit bid, please sign and return the engagement letter in the envelope provided. Thank you for contacting us and we look forward to hearing from you.

Sincerely,

Michael Peterson

Michael Peterson, CPA
Peterson Company Ltd

January 4, 2021

To the Board of Supervisors and District Manager
Dakota County Soil and Water Conservation District
4100 220th St W, Ste 102
Farmington, MN 55024

We are pleased to confirm our understanding of the services we are to provide Dakota County Soil and Water Conservation District for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Dakota County Soil and Water Conservation District as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Dakota County Soil and Water Conservation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Dakota County Soil and Water Conservation District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of Contributions
- 4) Schedule of Proportionate Share of Net Pension Liability

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Dakota County Soil and Water Conservation District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Dakota County Soil and Water Conservation District's financial statements. Our report will be addressed to the board of supervisors of Dakota County Soil and Water Conservation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the

purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Dakota County Soil and Water Conservation District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Dakota County Soil and Water Conservation District's compliance with the provisions of

applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes and PERA amortization schedules of Dakota County Soil and Water Conservation District in conformity with U.S. generally accepted accounting principles based on information provided by you. If needed, we will assist in preparing the depreciation schedule. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Dakota County Soil and Water Conservation District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Peterson Company Ltd and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Peterson Company Ltd personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in the spring and to issue our reports no later than October 31, 2021. Michael Peterson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$3,650. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices not paid within 30 days will accrue interest at 1.50%. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-

of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Dakota County Soil and Water Conservation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Peterson Company Ltd

Peterson Company Ltd

RESPONSE:

This letter correctly sets forth the understanding of Dakota County Soil and Water Conservation District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**Consent Agenda**

Request for Board Action

Roll Call Vote

Meeting Date: 2/11/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Adopt 2021 Cost Share Policies.

SUMMARY:

Cost share policies are updated and adopted annually to address administrative needs and program goals. The Rural Lands Committee met with staff on January 28th, 2021 to discuss proposed changes and additions to our cost share policies.

The most significant change proposed is the addition of incentives for Harvestable Covers. This would provide incentive payments for crops that provide overwinter cover during a season when cropland is typically bare. Harvestable covers help protect surface water and groundwater. They are similar to cover crops but could be harvested and provide income for landowner. Rates of \$20 per acre for a one-year contract and \$30 per acre per year for a multi-year contract are proposed.

Highlights of other proposed changes include:

- Updating of staff credentials and delegated authorities
- Allowing maintenance and repair on serviceable engineered practices that have exceeded their designed lifespan to be eligible for cost share
- Requiring tax information to be supplied before payments can be issued on flat-rate payment projects
- Updating application deadlines, completion deadlines, and project criteria for the Landscaping for Clean Water (LCW) Program
- Allowing a flat rate payment of \$150 per acre if temporary cover needs to be planted for future access or construction of a structural water quality practice
- Requiring cover crops to be planted before October 15th. Under the NRCS practice standard, some cover crops can be planted as late as November 1st. This change is to get better fall establishment and over winter cover.
- Making incentive payments for cover crops on an annual basis after cover crops are installed each year on multi-year contracts. Previous payments have been made as a lump sum up front for multi-year contracts.
- Making Native Prairie Restoration (NPR) part of the IPP program. It is currently the only cost share program dedicated to a specific practice type. Making it part of the IPP program would not change the type of practice or cost share provided to applicants.
- Allowing Upland Wildlife Habitat Management as an accepted practice for Native Prairie pollinator habitat enhancement.

EXPLANATION OF FISCAL/FTE IMPACT:

None at this time.

Supporting Documents:

2021 Dakota Soil and Water Conservation District Cost Share Policy
 2021 Cost Share Forms
 2021 Cost Share Program Factsheets

Previous Board Action:

None

Dakota County Soil and Water Conservation District

2021 Cost Share Policies

Staff Credentials

The Dakota County Soil and Water Conservation District (District) will ensure staff has the necessary skills 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 Professional in Storm Water Quality
- 1 Certified Wetland Delineator —~~State of Minnesota~~
- 1 ~~Minnesota~~-Certified Tree Inspector —~~Minnesota DNR~~
- 1 Certified Geographic Information Systems Professional
- 5 Staff with USDA – Natural Resources Conservation Service ~~Technical~~Job Approval Authority under Ecological and Engineering Sciences

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 14.035, the District Board delegated authorization to assign ~~Technical~~ (Job) Approval Authority for staff under both engineering practices and ecological sciences to the District Manager.

Under Board action 14.037, the District Board delegated signing of all State grant contracts or reports to the District Manager. Applicant 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 applicant.

Under Board Action 20.025, the District Board delegated authority to the District Manager to amend cost share contract installation dates if the amendment is not limited by the terms of available funding sources. All other contract amendments must be made by the District Board.

Under Board Action 20.049, the District Board delegated signature authority on landowner contracts and contract documents to Chair, Vice Chair or Treasurer.

Existing staff with technical background and knowledge of conservation practices will conduct and sign ~~off on~~ follow-up compliance inspections for projects currently under contract. For non-compliant projects that require modifications or if additional expertise is needed to determine compliance, the District will utilize appropriate technical expertise.

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 for projects under contract 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 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.
- 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.
- It is District's goal to fund voluntary conservation projects. Projects that are completed to meet regulatory requirements are not eligible for funding. However, portions of a project may be eligible for funding if that portion is voluntary and exceeds regulatory requirements. Verification that the project is voluntary may be required from the applicant or applicable regulatory agency.
- The applicant is responsible for the operation and maintenance of structural practices applied under this program to ensure the conservation objective of the practice is achieved for a minimum of 10 years. For non-structural practices (e.g. cover crops), the applicant is responsible for the operations and maintenance for the term specified in their contract.
- It is the District's goal to support and leverage federal USDA program funding, or local funding sources, through District technical assistance and funding.
- If USDA project funds or technical assistance are being used on a joint project, the applicant must sign a Freedom of Information Act release form that allows the District access to applicable information within the applicant's project case file in order to be eligible for District funds.
- If the practice has failed prior to the 10 year term due to improper maintenance, the applicant 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.
- Repair and maintenance activities for serviceable engineered practices that have exceeded their designed lifespan are eligible for cost share funding if the activity will provide water quality or erosion control benefits. An example of an eligible activity is sediment removal from a water and sediment control basin to restore the original capacity of the basin. Funding for repair and maintenance activities may be limited to available funding sources that allow for these types of activities.

- 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 landowner who signed the contract to advise the new owner that the contract is in force.
- Project inspections will be conducted to meet minimum State requirements, with additional inspections for projects of emphasis. Current inspection schedule includes:
 - Compliance inspections at years 1, 3, 6, and 9 for typical projects under a 10 year contract.
 - Annual compliance inspections for projects that had an installation cost of over \$20,000.
 - Annual compliance inspections for non-structural land management practices.
 - Follow up visits for Landscaping for Clean Water projects at 1 year and 5 years after installation.
- For projects using state funds, additional specific requirements may apply, including but not limited to Minnesota prevailing wage, BWSR Native Vegetation Establishment and Enhancement Guidelines, and project signage requirements.

Project Development

- The landowner and applicant 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.
- District Technical Standards include, but are not limited to, the most current: USDA Field Office Technical Guide, MPCA Stormwater Manual, MPCA Protecting Water Quality in Urban Areas, NPDES General Stormwater Permit for Construction Activity, Minnesota Urban Small Sites BMP Manual, Dakota County Low Impact Development Standards, and applicable local, state and federal regulations.
- The District will consider funding tile installation only for the following purposes:
 - If it is necessary to establish vegetation for an approved practice.
 - If it is necessary to ensure project success for a minimum of ten years.
 - If it is a support practice or part of an approved practice. (I.e. water and sediment control basins or stormwater runoff controls).
- Funding will not be provided for tile installation if the activity will impact a wetland or for the sole purpose of drainage.
- Funding will not be provided to increase tile capacity or size beyond design capacity for the purpose of agricultural drainage. The applicant is solely responsible for costs associated with increased tile capacity. All modifications or connections must have prior approval to ensure that the changes do not negatively affect the success of the approved practice.
- Landowner/Applicant may be requested to obtain two quotes for the proposed conservation work prior to cost share contract approval by the District Board.
- Unless specified otherwise by Minnesota prevailing wage statutes, the value of in-kind labor, equipment, materials and/or services that are proposed to be provided by the applicant to complete the project, shall be estimated at:
 - General Labor rate of \$25 per hour. (Date, times and activity must be documented)
 - Labor rate of \$50 per cubic yard for concrete work.
 - Heavy equipment operation such as skid steers, tractors, backhoes, and scrapers (including labor) at \$60 per hour. (Date, times and activity must be documented)
 - Materials: \$8 per ton for gravel, \$5 per yard for sand.
 - Professional or semi-professional services, such as engineering, labor rate at \$75 per hour. (Date, times and activity must be documented)

- Other items: Fair market value

Application/Contract

- 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.
- For projects where construction will occur on adjacent properties or the project will impound water on adjacent properties not owned by the applicant, a group addendum must be signed by all affected landowners. A division of payment schedule, agreed to by all landowners, must be attached to the addendum.
- The application deadlines for individual programs 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, state and federal ~~-and state~~ priorities and the potential to provide water quality benefits.
- With the exception of the Landscaping for Clean Water Program, District staff shall provide a funding recommendation for each application submitted to the District Board. The district reserves the right to review projects by committee if deemed appropriate.
- The funding amount will not exceed the amount specified on the original cost share contract, unless the applicant, prior to completion of the project, obtains a District Board approved contract amendment to increase funding amounts. Contract amendments shall not be awarded solely due to increased project costs and shall be evaluated by the board on a case by case basis.
- Upon approval by the District Board, the applicant will receive a letter with copy of executed cost share contract stating details of the practice that has been approved, the funding amount, and time schedule to start and complete the project, and a copy of the Operations and Maintenance Plan.

Project Implementation

- 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.
- 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.
- 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
- The applicant 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 applicant must make the request prior to the project installation deadline.
- The entire practice shall be installed according to project design requirements, including seeding, mulching, erosion control blanket, or other erosion control devices. Any changes from the approved design requirements shall be agreed to in writing prior to practice certification.

Reimbursement

- The technician with the proper **Technical Job** Approval Authority shall verify if the practice is complete and meets standards and specifications before final payment is issued.
- The Landowner/Applicant is responsible to pay, in full, all receipts and invoices directly to the contractor or vendor.
- 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.
- For projects that receive a flat rate payment (for example, cover crops or harvestable filter strips), 1099 tax information must be supplied before a final payment will be issued.
- A one-time cost share reimbursement payment will be made by the District Board upon certification that the project has been installed and completed to specifications.

Program-Specific Policies

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.

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.

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.

- 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 LCW Fact sheet)

- Eligible project types are limited to native gardens, raingardens and native 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:	April 23rd <u>21st</u>	End Date:	July 10th <u>9th</u>
Round #2- Start Date:	May 27th <u>26th</u>	End Date:	August 28th <u>27th</u>
Round #3- Start Date:	July 15th	End Date:	October 16th <u>15th</u>

- 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 or property per year. Applications not approved in a preceding round may be resubmitted for review in following rounds.
- For projects that are estimated to cost less than \$250.00, grant amounts may be adjusted so that grants do not exceed the actual project costs.
- Projects must be a minimum of 100 square feet in size.
- Projects up to 1,000 square feet in size must be planted using live plants with mulch. Projects 1,000 square feet or larger may be seeded.
- District Staff will prioritize grant awards based on watershed location, proximity to water resources and potential to provide water quality benefits.
- 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.

Incentive Payment Practices (See IPP Fact sheet)

- IPP applications for projects requesting cost share funds are due by March 15, May 15 or July 15, or September 15th of each year. Cover Crop, Harvestable Cover, and Native Prairie Restoration applications are accepted year-round.
- IPP amounts are based on a District Board approved percentage range (up to 75%) of the total estimated project costs with the following exceptions:

- Funding shall not exceed 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). Total funding award including all other state, federal, or local funding sources is limited to \$2,000 per sealed well. Well sealing costs may be eligible for low-interest AgBMP loans.
 - For projects where the applicant submits an application for and is awarded USDA-EQIP funds, the combination of state, local, and federal funds shall not exceed 85% of the total documented project cost.
 - For qualifying projects in locations designated as “Priority Locations” by the District Board, cost share funding shall not exceed 90% of the total documented project cost
- Pre-Construction Cover is allowed when temporary cover is necessary for the future installation of structural conservation practices. Eligible acres are defined as the area needed to provide access to the location of the structural practice to be installed and the area to be impacted during installation, which includes the actual location of the practice as well as any surrounding areas that will have disturbance during construction. The temporary cover is to remain in place until construction begins. A flat rate payment of up to \$150 per acre is allowed as part of a contract for the installation of structural practice(s).
- ~~For most projects that use State grant funds, local funds, or both, the combination of state and local funds shall not exceed 75% of the total documented project cost.~~
- ~~For projects where the applicant submits an application for and is awarded USDA-EQIP funds, the combination of state, local, and federal funds shall not exceed 85% of the total documented project cost.~~
- ~~For qualifying projects in locations designated as “Priority Locations” by the District Board, cost share funding shall not exceed 90% of the total documented project cost.~~
- Stormwater Runoff Control (Code 570) practices are not eligible for funding through the IPP program unless otherwise approved by District Board action.
- Conventional Filter Strips:
- The applicant 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 \$300 per acre per year, in combination with the CCRP, for the establishment of new or existing filter strips.
 - The applicant must choose the maximum allowable CCRP contract length to be eligible for the IPP Filter Strip Program.
 - The applicant is responsible for the costs of seed, planting, and maintenance. CRP cost share may be available through the CRP program.
 - The Conventional 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 Continuous Conservation Reserve Program (CCRP) 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 Conventional Filter Strip Program or the Dakota County Farmland and Natural Areas Program are not eligible for the Harvestable Filter Strip Program.
- The District will provide up to \$150 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 \$7,500 per contract.
- The filter strip must be established, operated, and maintained according to NRCS –FOTG standards. The applicant is responsible for the costs of seed, planting, and maintenance.
- 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.

➤ Cover Crops:

- Cover Crops must meet NRCS Practice Standard 340 (Cover Crop) to be eligible for incentive payments. In addition, cover crops must be planted no later than October 15th.
- Applications will be competitively ranked to prioritize project funding.
- The District will provide up to \$25 per acre per year for cover crops under a single year contract.
- The District will provide up to \$35 per acre per year for cover crops under a multiple-year contract. To be eligible for a multiple-year contract, cover crops must be planted on the same number of acres and on the same fields for consecutive years.
- ~~The Cover Crop Program provides the total contract payment in one lump sum when the cover crop seeding has been completed and certified. All certifications are made by District staff and all payments must be approved by the District Board.~~
- Cover crop payments are approved by the District board. Payment for the first year will be made after certification of the installation and District Board approval. For multiple-year contracts, payments for additional years will be made annually after cover crop seeding has been completed for that year and has been certified by District staff.
- Total cover crop payments under a single year contract are limited to \$2,500 per contract.
- Total cover crop payments under a multiple year contract are limited to \$10,500 per contract.
- A field is eligible for a maximum of 3 years of incentive payments.
- Fields that have received or are currently receiving cover crop funding through other cost share programs are not eligible for funding through the IPP program.

➤ Harvestable Covers:

- Harvestable covers are vegetative cover on cropland for protection from erosion and reduction of nutrient losses to groundwater. Harvestable covers are intended to provide soil and groundwater protection throughout as much of the year as possible.
- Harvestable covers must be a new operational practice or implemented in a new location.
- Examples of harvestable covers include but are not limited to: winter camelina, intermediate wheat grass, winter wheat, or other crop that has overwinter cover. Dual crops during the same growing season (such as peas/soybeans in the same year) do not qualify as a harvestable cover.
- Harvestable covers must be seeded by October 15th and have fall establishment with overwinter cover. Soil disturbance can only be done after April 1st following overwinter cover. Harvesting of the above-ground portion of the crop can be done according to an approved Operations and Maintenance Plan.
- Harvestable covers must provide a water quality benefit based on a commonly accepted water quality model or pollution reduction estimator to be eligible for funding.
- Requirements follow USDA/NRCS practice standards with the following exceptions:
 - Cover can be harvested.
 - Harvestable covers must be planted by October 15th.
- Applications will be competitively ranked to prioritize project funding.
- The District will provide up to \$20 per acre per year for a winter annual harvestable cover under a single year contract.
- The District will provide up to \$25 per acre per year for a winter annual harvestable cover under a multiple-year contract. To be eligible for a multiple-year contract, cover crops must be planted on the same number of acres and on the same fields for consecutive years.
- The District will provide up to \$25 per acre per year for perennial harvestable cover under a multiple-year contract. Perennial cover crops must have year-round coverage with minimal soil disturbance throughout the contract life.
- If nutrient application is planned during the contract period, soil testing information and fertilizer application schedule may be required prior to board approval.
- An Operations and Maintenance plan will be developed and must be followed for all harvestable covers.
- Harvestable cover payments are approved by the District board. Payment for the first year will be made after certification of the installation and District Board approval. For multiple-year contracts, payments for additional years will be made annually when seeding has been completed for that year and has been certified by District staff.
- Total harvestable cover payments under a single year contract are limited to \$2,000 per contract.
- Total harvestable cover payments under a multiple year contract are limited to \$12,500 per contract.
- A field is eligible for a maximum of 5 years of incentive payments.

Native Prairie Restoration (See NPR fact sheet)


➤ Native Prairie Restoration

- Native Prairie Restoration (NPR) funds the establishment or enhancement of native vegetation.

- Projects must be 1/2 acre in size or greater to qualify for the NPR ~~program~~ incentive payments.
- Native Prairie Restoration projects must meet NRCS Practice Standard 327 (Conservation Cover), 657 (Wetland Restoration), ~~or~~ 643 (Restoration and Management of Rare and Declining Habitats), or 645 Upland Wildlife Habitat Management to be eligible for incentive payments.
- Native Prairie Restoration applications requesting funds are accepted all year. Projects will be ranked and prioritized for funding on a monthly basis.
- Funding shall not exceed 75% of the documented project costs and is limited to \$2,000 per acre for the establishment of native grasses and \$1,000 per acre for the enhancement of existing native plantings with pollinator-friendly species such as forbs, sedges, and rushes. Projects that establish native grasses and pollinator-friendly species are eligible for the combined limit of \$3,000 per acre. Total Native Prairie Restoration payments are limited to \$15,000 per contract.
- All requests for funding must submit a cost estimate at the time of application.
- Enhancement of existing CRP plantings will require coordination with USDA to ensure compliance with existing CRP contract.

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: 	Contract Number: 	Other state or non-State funds? <input type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name	Address	City/State/Zip Code	Project Name
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Project Address	Township Name:	Township No:	Range No.:	Section No.	1/4	1/4,1/4
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Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. 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 that this contract is in force and to notify other parties to the contract of the transfer.

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

USDA_NRCS Field Office Technical Guide

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the Dakota County SWCD Board, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by , this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. **Pre-Construction Cover is exempt from having the required invoices/receipts.**

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 75.0%, or state and federal sources that when combined are in excess of 75.0% of the total cost to establish the conservation practice. Pre-Construction Cover is exempt from the percent reimbursement rate limitations when utilizing the flat rate payment option.
5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date	Land Occupier
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is:

Practice standards of eligible component(s):	Engineered Practice: #N/A	Total Project Cost Estimate
	Ecological Practice: #N/A	

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
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Pre-Construction Cover

Is allowed when temporary cover is necessary for the future installation of structural conservation practices. A flat rate payment of up to \$150 per acre, not to exceed 10 acres, is allowed as part of a state cost-share contract for the installation of structural practice(s).

Amount/Acre (NTE \$150/acre)	Number of Acres	Total Amount

Amount Authorized for Financial Assistance

The Dakota County SWCD Board has authorized the following for financial assistance, total not to exceed XX % of the total cost to establish the conservation practice.

Amount	Program Name	Fiscal Year

Board Meeting	Authorized Signature	Total Amount Authorized
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FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: 	Contract Number:	Other state or non-State funds? <input type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name	Address	City/State/Zip Code	Project Name
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Project Address	Township Name:	Township No:	Range No.:	Section No.	1/4	1/4,1/4
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Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. 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 that this contract is in force and to notify other parties to the contract of the transfer.

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

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5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the Dakota County SWCD Board, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by , this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for this practice.

Date	Land Occupier
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is:

Eligible Component Standards & Names	Engineered Practice: <input type="checkbox"/>	Total Project Cost Estimate
	Ecological Practice: <input type="checkbox"/>	

Technical Assessment and Cost Estimate

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

Date	Technical Assistance Provider
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Amount Authorized for Financial Assistance


The Dakota County SWCD has authorized the following for financial assistance, total not to exceed rate of:

Amount	Program Name	Fiscal Year

Board Meeting	Authorized Signature	Total Amount Authorized
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HARVESTABLE COVER CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: 	Contract Number:	Other state or non-State funds? <input type="checkbox"/> YES <input type="checkbox"/> No	Amendment <input type="checkbox"/> Board Meeting Date(s):	Canceled <input type="checkbox"/> Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name	Address	City/State/Zip Code	Project Name
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Project Address	Township Name:	Township No:	Range No.:	Section No.	1/4	1/4,1/4
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Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to Dakota County SWCD for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. 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 that this contract is in force and to notify other parties to the contract of the transfer.

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

USDA-NRCS Field Office Technical Guide (FOTG)

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the Dakota County SWCD Board, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by _____, this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.

Date	Land Occupier
Date	Landowner, if different from applicant
	Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is:

Eligible Component Standards & Names	Engineered Practice: #N/A	Total Project Cost Estimate
	Ecological Practice: #N/A	

Technical Assessment and Cost Estimate

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

Amount/Acre	Number of Acres	Number of Years	Total Amount

Date	Technical Assistance Provider
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Amount Authorized for Financial Assistance

The Dakota County SWCD has authorized the following for financial assistance, total not to exceed rate of:

Amount	Program Name	Fiscal Year
	NA	

Board Meeting	Authorized Signature	Total Amount Authorized
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CONSERVATION PROJECT ASSISTANCE CONTRACT GROUP PROJECT ADDENDUM

General Information

Group Spokesperson	Project	Contract Number	Date
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Applicant Information and Signatures

We (the undersigned) are interested in developing and conserving our soil, water and related resources to meet the objectives of our group. In order to meet our group objectives, we request assistance to help us plan and apply proper land use and conservation treatment measures as agreed upon by our group.

We understand that this help is contingent upon staff assistance from the organization and in conformance with its policies and priorities.

We further understand that the below designated group spokesperson is authorized to sign the Conservation Practice Contract* and shall do the negotiating with the organization. Prior to the approval of this application the spokesperson shall prepare a division of payments schedule agreed to by the undersigned and attach the plan to this form.

Group Spokesperson (Print)	Address	Signature	Date
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Group Member (Print)	Address	Signature	Date
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Group Member (Print)	Address	Signature	Date
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Group Member (Print)	Address	Signature	Date
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Division of Payment Schedule:

*Attach this form to the Cost Share Contract



Dakota County Soil and Water Conservation District

VOUCHER AND PRACTICE CERTIFICATION SUMMARY

Cost Share Program Type ___ IPP ___ NPR ___ CCS ___ CIF ___ CCP

A	PAYEE INFORMATION	B	PRACTICE INFORMATION		
Name		Contract Number			
Address		Practice Number			
City, State, Zip Code		Tons of Soil Saved ton/yr	Sediment Reduction ton/yr	TP Reduction lb/yr	TKN Reduction lb/yr
		Volume Reduction ac-ft/yr			

C TYPE OF PAYMENT					
<input type="checkbox"/> Partial <input type="checkbox"/> Final					
R/M/P	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
TOTAL COST					\$0.00

(attach additional sheets as necessary)

R/I: Receipt/Invoiced Item M: Match Item P: Per Acre Payment

I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

_____ (Payee Signature) _____ (Date)

D FUNDING DISTRIBUTION			
Other Funding Sources:		Dakota SWCD Funds:	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL PAID BY OTHERS	<input style="width: 50px; height: 20px;" type="text"/> X.X%	TOTAL PAID BY SWCD	<input style="width: 50px; height: 20px;" type="text"/> X.X%
TOTAL PAID BY LANDOWNER	<input style="width: 50px; height: 20px;" type="text"/> X.X%	TOTAL OF DISTRIBUTED FUNDS	<input style="width: 50px; height: 20px;" type="text"/> X.X%

E TECHNICAL CERTIFICATION	ADMINISTRATIVE CERTIFICATION	CONSERVATION DISTRICT BOARD PAYMENT APPROVAL
I certify that an inspection has been performed and that the items identified in part c have been complete and are in accordance with the requested practice standards and specifications.	I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the program identified.	
DAKOTA SWCD TECH. REPRESENTATIVE Date	DAKOTA SWCD ADMIN. SIGN-OFF REP. Date	DAKOTA SWCD BOARD CHAIR Date



LANDSCAPING FOR CLEAN WATER GRANT

LANDSCAPING FOR CLEAN WATER GRANT PROCESS

The Landscaping for Clean Water Grant program makes it easy for Dakota County residents to plan and install native gardens, raingardens, and native shoreline plantings.

Just follow the steps below!

LANDSCAPING FOR CLEAN WATER



Dakota County Soil and
Water Conservation District

- 1. WORKSHOPS** Complete a Landscaping for Clean Water Intro Workshop Class & Design Course and receive help developing site specific project plans and cost estimate.

- 2. APPLICATION** Submit an application, project plans, and cost estimate to Dakota County SWCD for approval prior to beginning installation.

- 3. MEETING** Schedule an on-site meeting and project layout with Dakota County SWCD prior to beginning installation.

- 4. INSTALLATION** Install your Landscaping for Clean Water Project per approved plan! Dakota County SWCD will come out to

- 5. RECEIVE \$250** You will be awarded a \$250 grant from Dakota County SWCD upon project completion.

LANDSCAPING FOR CLEAN WATER GRANT DEADLINES

	Application	Project Completion*
Round 1	April 21, 2021	July 9, 2021
Round 2	May 26, 2021	August 27, 2021
Round 3	July 14, 2021	October 15, 2021

* Grant automatically expires if the project is not completed by this date

Visit www.dakotaSWCD.org for additional information.



Raingarden



Native Garden



Native Shoreline
Planting

**14 YEARS OF CLEAN WATER
ACCOMPLISHMENTS**

Workshop Participants 4,765

Projects Completed 625



CITIZEN CONSERVATION STEWARDSHIP PROGRAM



COST SHARE FUNDING FOR CONSERVATION PROJECTS!

Up to \$5,000 of cost share funding may be available to Dakota County property owners for qualifying (non-agricultural) water quality projects that preserve or restore natural resources.

The Citizen Conservation Stewardship (CCS) program supports smaller conservation practices on individual properties by providing technical and cost share assistance. Depending on project ranking and the availability of funding, cost share amounts up to \$5,000 may be approved to reimburse the applicant for up to 75% of the actual project cost.

PROJECTS WILL BE COMPETITIVELY RANKED BASED ON:

- Water Quality Improvement
- Benefits to Wetlands, Lakes and Streams
- Soil Erosion Control
- Wildlife Habitat Improvement
- Public Benefit / Public Outreach
- Innovative Applications
- Collaboration With Other Landowners or Organizations

APPLICATION TIMES:

- Applications are accepted all year

PROJECT EXAMPLES:

- Erosion and Slope Stabilization
- Gully, Wetland, Lake or Stream Restorations
- Sediment Basins
- Bioretention Practices
- Shoreline Stabilizations

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777



CONSERVATION INITIATIVE FUNDING PROGRAM



COST SHARE FUNDING FOR CONSERVATION PROJECTS!

Up to \$25,000 of cost share funding may be available to install conservation practices that reduce stormwater runoff and improve water quality above the minimum measures required by the regulating agencies.

The Conservation Initiative Funding (CIF) program supports larger conservation practices on commercial or multiple properties by providing technical and cost share assistance. Depending on project ranking and the availability of funding, cost share amounts up to \$25,000 may be approved to reimburse the applicant up to 75% of the actual project cost.

PROJECTS WILL BE COMPETITIVELY RANKED BASED ON:

- Water Quality Improvement
- Benefits to Wetlands, Lakes and Streams
- Soil Erosion Control
- Wildlife Habitat Improvement
- Public Benefit / Public Outreach
- Innovative Applications
- Collaboration With Other Landowners or Organizations

APPLICATION TIMES:

- Applications are accepted all year

PROJECT EXAMPLES:

- New or Redevelopment with Low Impact Development Practices
- Stormwater Retrofit with Best Management Practices
- Erosion and Slope Stabilization
- Gully, Wetland, Lake or Stream Restorations
- Bioretention Practices
- Shoreline Stabilizations

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777

**COMMUNITY CONSERVATION
PARTNERSHIP****COST SHARE FUNDING FOR CONSERVATION PROJECTS!**

Up to \$50,000 of cost share funding may be available to install bioretention and other stormwater Best Management Practices at public facilities in Dakota County to improve water quality above the minimum measures required by the regulating agencies.

The Community Conservation Partnership (CCP) supports public landowners to implement TMDL and local water management plans by providing technical assistance. Depending on project ranking and the availability of funding, cost share amounts up to \$50,000 may be approved to reimburse the applicant for up to 75% of the actual cost. The applicant's contribution can be based on in-kind value.

PROJECTS WILL BE COMPETITIVELY RANKED BASED ON:

- Subwatershed Pollutant Load Modeling to Quantify Water Quality Benefit
- Priority Sites Having Direct Discharge Without Treatment
- Values Comparison - Most Benefit for the Least Cost
- Priority Locations in Critical Watershed Areas
- Installation Timing
- Identified Project in a TMDL or Local Water Plan

APPLICATION TIMES:

- Applications must be submitted by March 15th, May 15th, or July 15th of each year

PROJECT EXAMPLES:

- Bioretention
- Infiltration
- Filtration
- Soil Amendments
- Rooftop Disconnect
- Reduced Impervious Surface Areas
- Porous Pavements
- Thermal Impact Prevention and Mitigation Practices
- Snowmelt Treatment
- Stormwater Recycling
- Best Management Practices

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777



INCENTIVE PAYMENT PRACTICES PROGRAM



COST SHARE FUNDING FOR CONSERVATION PROJECTS!

The Incentive Payment Practices (IPP) program provides funding for the voluntary establishment of conservation projects. All projects must demonstrate a water quality improvement and comply with local, state, and federal regulations. SWCD staff will work with applicants on project planning and design, and to submit a final project application.

Applications are prioritized for funding based on their potential to provide water quality benefits. The number of applications approved may be limited by the amount of funding and staff time available.

PROJECT FUNDING EXAMPLES INCLUDE:

- Up to 75% cost share funding for installation of conservation projects.
- Up to 90% cost share for projects in areas designated as “priority locations” by the District Board.
- Up to \$300 per acre, per year for up to 15 years, for filter strips.
- Up to \$150 per acre, per year for up to 15 years, for harvestable filter strips.
- \$25 per acre (single year contract) or \$35 per acre per year (multi-year contract) for cover crops
- \$20 per acre (single year contract) or \$30 per acre per year (multi-year contract) for harvestable covers

APPLICATION TIMES:

- Applications will be ranked and scored periodically throughout the year.
- Cover Crop applications are accepted year-round

PROJECT EXAMPLES:

- Grassed Waterways
- Water and Sediment Control Basins
- Critical Area Seeding
- Diversions
- Streambank Stabilization
- Filter Strips
- Harvestable Filter Strips
- Feedlot Improvements
- Cover Crops
- Harvestable Covers
- Perennial Crops

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777



COVER CROP INCENTIVES



APPLICATION TIMES:

- Applications are accepted year-round

POTENTIAL BENEFITS:

- Reduced soil erosion
- Reduced soil compaction
- Enhanced ability of soil to infiltrate water
- Reduced weed growth
- Increased nutrients in the soil
- Increased numbers of desirable insects and micro-fauna
- Potential yield increases

SEEDING PLANS & TECHNICAL ASSISTANCE

Cover crops are used to accomplish many goals such as reducing compaction, fixing nitrogen, suppressing weeds, reducing erosion, or providing additional forage. Common cover crops in Dakota County are cereal rye, oats, tillage radish, clover and winter wheat. One or more cover crop species may be selected based on specific goals.

SWCD staff can help you create a cover crop seeding plan with your goals in mind. Staff can also provide technical assistance and information on planting methods, termination timing, and herbicide and pest control decisions.

INCENTIVE PAYMENT PROGRAM

Apply under the Incentive Payment Practices Program and you could be eligible to receive:

- \$25 per acre under a 1-year contract (max \$2,500 or 100 acres)
- \$35 per acre per year under a multi-year contract (max \$10,500 or 100 acres)

Applications are prioritized for funding based on their potential to provide surface water and groundwater benefits. The number of applications approved may be limited by the funding and staff time available. Please contact the SWCD for specific eligibility requirements and program details.

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777



HARVESTABLE COVER INCENTIVES



WHAT ARE HARVESTABLE COVERS?

Harvestable covers are vegetative cover on cropland for protection from erosion and reduction of nutrient losses to groundwater. Harvestable covers are intended to provide soil and groundwater protection throughout as much of the year as possible. Harvestable covers allow for harvesting of a crop, which can provide income while protecting water resources. Examples of harvestable covers include winter camelina, intermediate wheat grass, winter wheat, or other crops that provide overwinter cover. One or more cover crop species may be selected based on specific goals.

INCENTIVE PAYMENT PROGRAM

Apply under the Incentive Payment Practices Program and you could be eligible to receive:

- \$20 per acre under a 1-year contract using a winter annual (max \$2,000 or 100 acres)
- \$25 per acre per year under a multi-year contract using a winter annual (max \$2,500 or 100 acres)
- \$25 per acre per year under a multi-year contract using a perennial (max \$12,500 or 100 acres)

Applications are prioritized for funding based on their potential to provide surface water and groundwater benefits. The number of applications approved may be limited by the funding and staff time available. Please contact the SWCD for specific eligibility requirements and program details.

APPLICATION TIMES:

- Applications are accepted year-round

POTENTIAL BENEFITS:

- Reduced soil erosion
- Groundwater protection
- Reduced soil compaction
- Enhanced ability of soil to infiltrate water
- Reduced weed growth
- Increased nutrients in the soil
- Increased numbers of desirable insects and micro-fauna
- Ability to generate income while protecting surface and groundwater

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777



NATIVE PRAIRIE RESTORATION COST SHARE



FUNDING AVAILABLE FOR

NATIVE PRAIRIE ESTABLISHMENT AND ENHANCEMENT

Native plants provide multiple benefits to local water quality, soil health, and pollinator species. Cost-share funding is available for the installation of native vegetation in Dakota County that protects surface waters and groundwater, reduces erosion, or provides wildlife habitat. Project funds are also available for projects that enhance existing native vegetation to increase habitat quality for pollinators and wildlife. Native Prairie Restorations must be a minimum of 1/2 acre in size.

Funding is sponsored by Dakota County through the Environmental Legacy Fund.

PROJECT FUNDING:

- Apply under the Incentive Payment Practices Program and you could receive up to 75% cost share funding:
 - Up to \$1,000/acre for the enhancement of existing native vegetation with more pollinator-friendly species
 - Up to \$2,000/acre for the installation of native prairie grasses
 - Up to \$3,000/acre for the installation of new native prairie vegetation that includes grasses **and** pollinator-friendly forbs

All project applications are subject to available funding and SWCD Board approval. Funding is based on a percentage of the actual installation costs.

APPLICATION TIMES:

- Applications are accepted all year and will be reviewed and ranked on a monthly basis.

PROJECT PRIORITIES:

- Stabilizing erodible soils
- Filtering runoff to waterways or wetlands
- Protecting groundwater
- Improving wildlife habitat, particularly for pollinators

PROJECT EXAMPLES:

- Site preparation, seed, and planting of native vegetation
- Enhancement of existing native vegetation with pollinator species

PROGRAM PARTNER:



For more information, call the
Dakota County Soil and Water
Conservation District at
(651) 480-7777