



FY 2012 Clean Water Fund Competitive Grants Request for Proposal (RFP)



The Clean Water Fund was established to implement part of Article XI, Section 15, of the Minnesota Constitution, with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams in addition to protecting ground water and drinking water sources from degradation. The appropriation language governing the use of these funds is in Laws of Minnesota 2011, 1st Special Session, Chapter 6. These funds must supplement traditional sources of funding and may not be used as a substitute to fund activities or programs. Table 1 lists the various Clean Water Fund (CWF) programs available to BWSR and other executive branch agencies. Final funding decisions will be dependent on the actual funds available.

Table 1: FY2012 Competitive Clean Water Grant Funding Available			
Agency Fund	FY12 Amount	Governmental Units Eligible for Funding	Required Match
BWSR Clean Water Assistance Grants	\$12,562,500 ¹	SWCDs, Watershed Districts, WMOs, Counties, Cities ² , and JPBs of these organizations	25% ³
BWSR Clean Water Accelerated Implementation Grants	\$1,425,000 ¹	SWCDs, Watershed Districts, WMOs, Counties, Cities ² , and JPBs of these organizations	25%
BWSR Conservation Drainage Grants	\$950,000 ¹	SWCDs, Watershed Districts, WMOs, Counties, and JPBs of these organizations	25%
BWSR Community Partners Conservation Program Grants	\$1,425,000 ¹	SWCDs, Watershed Districts, WMOs, Counties, Cities ² , and JPBs of these organizations	25%
MDA Ag BMP Loans	\$4,500,000 ¹	Any LGU may apply, but awards will be coordinated through existing contract holders.	Not required
MDH Well Sealing Grants	\$250,000	SWCDs, Watershed Districts, WMOs, Counties, Cities ² , and JPBs of these organizations	50%
Total	\$21,112,500		
¹ Amounts shown are estimates, actual amounts will be determined prior to the end of the application period. ² Cities must have a state approved local water management plan. BWSR recognizes city water plans approved by a Watershed District or a Watershed Management Organization (WMO) as a State approved plan. ³ Low Income SSTS Abatement Projects require a minimum 5% match.			

NOTE: This RFP has been revised effective August 22, 2012 to reduce the minimum grant request from \$30,000 to \$5,000 for BWSR Community Partners Conservation Program Grants and MDH Well Sealing Grants. See Page 8 for the specific language.

Table of Contents

<u>RFP GENERAL INFORMATION</u>	3
WHAT'S NEW FOR 2012	3
BWSR ASSISTANCE	3
MINNESOTA DEPARTMENT OF AGRICULTURE (MDA) ASSISTANCE	3
MINNESOTA HEALTH DEPARTMENT (MDH) ASSISTANCE	3
APPLICANT ELIGIBILITY	3
PROJECT PERIOD	4
PAYMENT SCHEDULE	4
PERMITTING	4
NATIVE VEGETATION	4
APPLICATION DEADLINE AND TIMELINE FOR FY2012 CLEAN WATER FUND COMPETITIVE GRANTS	5
INCOMPLETE APPLICATIONS:	5
CWF PROJECT REPORTING REQUIREMENTS	5
GRANTS AND PUBLIC INFORMATION	6
PREVAILING WAGE	6
CONFLICT OF INTEREST	6
MINIMUM SOFTWARE REQUIREMENTS	6
QUESTIONS	7
<u>APPLICATION GUIDELINES</u>	8
BWSR CLEAN WATER ASSISTANCE GRANTS	9
BWSR CLEAN WATER ASSISTANCE GRANTS: <i>LIVESTOCK WASTE MANAGEMENT SYSTEM SPECIFIC REQUIREMENTS</i>	10
BWSR CLEAN WATER ASSISTANCE GRANTS: <i>SUBSURFACE SEWAGE TREATMENT SYSTEM (SSTS) ABATEMENT SPECIFIC REQUIREMENTS</i>	11
BWSR CLEAN WATER ACCELERATED IMPLEMENTATION GRANTS	11
BWSR CLEAN WATER CONSERVATION DRAINAGE GRANTS	13
BWSR COMMUNITY PARTNERS CONSERVATION PROGRAM GRANTS	15
MINNESOTA DEPARTMENT OF HEALTH (MDH) WELL SEALING PROGRAM	17
MINNESOTA DEPARTMENT OF AGRICULTURE AGBMP LOAN PROGRAM	18

RFP General Information

What's New for 2012

1. Applicants who have previously received a grant from BWSR must be in compliance with BWSR requirements for grantee website and eLINK reporting prior to grant execution and payment.
2. Three new grant programs: Clean Water Accelerated Implementation Grants, Community Partners Grants and Well-sealing grants in cooperation with the Mn Dept. of Health.
3. The payment schedule has changed. Funds will be paid in three installments, with 50% of the funds paid upon execution of the grant agreement.
4. Match may be provided from any non-state source.
5. The grant period has been extended until December 31, 2014.
6. Community engagement and education must be incorporated when implementing practices, projects and activities.
7. Minimum software requirements are established.
8. Documentation of Conflict of Interest procedures is required for awardees.

BWSR Assistance

BWSR Board Conservationists are available to help applicants with grant application development and questions. A map showing the Board Conservationist work areas is available at:

http://www.bwsr.state.mn.us/contact/BC_areas.pdf .

Minnesota Department of Agriculture (MDA) Assistance

Questions about the AgBMP Loan Program and requesting funds through this application can be answered by calling David Miller at (651) 201-6618 or AgBMP.Loans@state.mn.us.

Minnesota Health Department (MDH) Assistance

Questions about the Well Sealing Grants and requesting funds through this application process can be answered by calling Mike Convery at (651) 201-4586.

Applicant Eligibility

- LGUs are eligible to receive grant funds if they are working under a current (as defined below) state approved and locally adopted local water management plan or implementing an approved total maximum daily load (TMDL). All activities must be consistent with a current watershed management plan, conservation district comprehensive plan, county comprehensive local water management plan, metropolitan local water plan, metropolitan groundwater plan, surface water intake plan or well head protection plan that has been **state approved and locally adopted by October 1, 2011**. Partner organizations such as non-profits, watershed groups, school districts or lake associations must work in conjunction with these eligible applicants.
- Watershed management organizations and metro watershed districts are not eligible for grants if a plan is more than 10 years beyond the plan approval dates by BWSR unless the plan specifies an earlier date (that is not less than five years beyond the BWSR approval date). Non-metro Watershed Districts are not eligible if a plan is more than 11 years and 3 months beyond the BWSR approval date. Counties are not eligible if the plan is more than 10 years

beyond the BWSR approval date unless properly extended. Cities must have a state approved local water management plan. BWSR recognizes city water plans approved by a Watershed District or a Watershed Management Organization (WMO) as a State approved plan.

- Any LGU eligible to receive grants may request AgBMP Loan funds; however, successful projects will be awarded the funds under existing AgBMP contracts for the jurisdiction.

Project Period

The project period starts when the grant agreement is “executed,” meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds, and cannot be used as match. All grants must be completed by December 31, 2014.

If a project receives federal funds, the period of grant agreement may be extended to equal the length of time that the federal funds are available subject to limitation. The BWSR must be notified that the project is receiving federal funds before executing the grant agreement.

AgBMP Loans are available upon execution of the respective contract amendment and are available to the LGU in perpetuity or until rescinded in accordance with existing contracts.

Payment Schedule

Grant payments will be distributed in three installments to the grantee. The first payment of 50% of the grant amount will be paid after execution of the grant agreement. However, initial grant payments will be retained until applicants are in compliance with all BWSR website and eLINK reporting requirements for previously awarded BWSR grants. The grantee will provide notification to BWSR when a minimum of 50% of the awarded grant funds have been expended. The second payment of 40% of the grant amount will be paid once the grantee has expended the first 50% of the grant and has provided BWSR with reconciliation of these expenditures. The last 10% will be paid after all final reporting requirements are met by the established reporting timelines and grantee has provided BWSR with reconciliation of these expenditures.

AgBMP Loan funds will be disbursed to participating lenders on a cost-incurred basis in accordance with existing contracts.

Permitting

If applicable, successful applicants will be required to provide sufficient documentation that the project expects to receive or has received all necessary federal, state and local permits and meets all water quality rules including those that apply to the utilization of an existing water body as a water quality treatment device. Applicants are encouraged to contact the appropriate regulatory agencies early in the project development process to ensure potential projects can meet all applicable regulatory requirements.

Native Vegetation

To the extent possible, applicable projects must have vegetation planted or seed sown only of ecotypes native to Minnesota, and preferably of the local ecotype, using a high diversity of species originating from as close to the project site as possible, and protect existing native prairies from genetic contamination. See guidance at:

http://www.bwsr.state.mn.us/native_vegetation/seeding_guidelines.pdf .

Application Deadline and Timeline for FY2012 Clean Water Fund Competitive Grants

No late submissions or incomplete applications will be considered for funding.

- August 8, 2011 Application period begins
- **September 20, 2011 Application deadline at 11:59 PM***
- December 14, 2011 BWSR Board authorizes grant awards (proposed)
- December 15, 2011 Award notices sent out to applicants (proposed)
- January-February 2012 BWSR grant agreements sent out to recipients
- March 15, 2012 AgBMP Loan Program amendments sent to recipients
- March 30, 2012 Work plan approval deadline
- April 30, 2012 Grant execution deadline

*The application must be received by BWSR by 11:59 PM. Applications submitted by the applicant electronically before 11:59 PM and not electronically received by BWSR until after the deadline will not be considered.

Incomplete Applications:

Applications that do not comply with all application requirements will not be considered for funding, as provided below.

- Components of the application are incomplete, missing, or exceeds narrative page length requirements;
- Any required documentation is missing; and
- The match amount does not meet grant requirements.

CWF Project Reporting Requirements

- All grant recipients are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. The grant funds may be used for local grant management and reporting that are directly related to and necessary for implementing the activity.
- BWSR CW Funds will be administered via a standard grant agreement. BWSR will use grant agreements as contracts for assurance of deliverables and compliance with appropriate statutes, rules and established policies. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient.
- All BWSR funded projects will be required to develop a work plan including detail relating to the outcome(s) of the proposed project. All activities will be reported via the eLINK reporting system. For more information on eLINK go to:
<http://www.bwsr.state.mn.us/outreach/eLINK/index.html>.
- Grant recipients must display on their website the previous calendar year's detailed information on the expenditure of grant funds and measurable outcomes as a result of the expenditure of funds according to the format specified by the BWSR, by March 15th of each year.

- Grant recipients must prominently display on their Web site home page the legacy logo accompanied by the phrase "Click here for more information." When a person clicks on the legacy logo image, the Web site must direct the person to a Web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Legislative Coordinating Commission Web site.

Completed AgBMP Loan projects must be submitted in accordance with established AgBMP procedures and be included in the LGU's annual report to the MDA.

Grants and Public Information

Under Minnesota Statute 13.599, responses to an RFP are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public. All other data is nonpublic until the negotiation of the grant agreement with the selected grantee is completed. After the application evaluation process is completed, all data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

Prevailing Wage

It is the responsibility of the grant recipient or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minn. Stat. 177.42 – 177.44). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with state funds included in this RFP shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality. Additional information on prevailing wage requirements is available on the Department of Labor and Industry (DOLI) website: <http://www.dli.mn.gov/LS/PrevWage.asp>. Questions about the application of prevailing wage rates should be directed to DOLI at 651-284-5091. The Grant recipient is solely responsible for payment of all required prevailing wage rates.

Conflict of Interest

State Grant Policy 08-01, (see http://www.admin.state.mn.us/ogm_policies_and_statute.html) Conflict of Interest for State Grant-Making, also applies to BWSR grantees. Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

- 1) A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
- 2) A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties, or
- 3) A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

Minimum Software Requirements

The applicant must use Microsoft (MS) Office 2007 or newer software in order to utilize the applications MS Excel and MS Word documents.

Questions

This RFP and the 2012 Clean Water Fund Policy adopted by the BWSR (<http://www.bwsr.state.mn.us/grants/apply/index.html>) provide the framework for funding and administration of the 2012 Clean Water Fund Competitive Grant Program. Questions regarding grant applications should be directed to your area Board Conservationist or Clean Water Specialist (<http://www.bwsr.state.mn.us/contact/index.html>). Questions may also be submitted by email to cwfquestions@state.mn.us. Questions submitted with BWSR's responses will be posted on the BWSR website weekly. Questions regarding the AgBMP Loan Program can be made by calling (651) 201-6618 or by email to AgBMP.Loans@state.mn.us. Specific questions regarding well sealing and the MDH well sealing funds can be directed to Mike Convery (Michael.convery@state.mn.us) or by calling 651-201-4586.

Application Guidelines

- Proposals should demonstrate significant, measureable project outputs and outcomes¹ that will help to achieve water quality objectives. As appropriate, outputs should include scientifically credible estimates of both short-term and long term pollutant reductions expected as a result of the project as well as other measures such as: acres of wetlands/forest, miles of riparian buffer or stream bank restored, acres treated by stormwater BMPs, acres of specific agricultural conservation practices implemented.
- Maps showing highly vulnerable drinking water supply management areas for the state can be found at <http://www.bwsr.state.mn.us/easements/wellhead/index.html>.
- Proposals must include one map showing information relevant to the application and may include one photograph.
- Proposals must have plans for long-term maintenance and inspection monitoring for the duration of the project's effective life.
- Proposals should demonstrate that, when appropriate, a sufficient partnership exists to implement the project.
- Proposals submitted under the Clean Water Fund must request state funds that equal or exceed \$30,000, *except for the BWSR Community Partners Conservation Program Grants and MDH Well Sealing Grants, where the minimum request of state funds must equal or exceed \$5,000*. Applications submitted that do not meet or exceed these minimum amounts will not be accepted. Actual awards may be less than these minimum amounts when applications receive partial funding.
- Proposals from applicants that were previously awarded Clean Water Funds will be considered during the review process for the current round of funding. Applicants that have expended less than 50% of a previous award at the time of this application must demonstrate organizational capacity to finalize current projects and complete new projects concurrently.
- BWSR CWF grants require a minimum non-state match of 25% cash or in-kind cash value that can be directly attributed to project accomplishments.
- Projects and practices must be of long-lasting public benefit.² LGUs must provide assurances that the landowner or land occupier will keep the project in place for the expected lifespan of the project. Such assurances may include easements, enforceable contracts, and termination or performance penalties.
 - a. BMPs must be designed and maintained for a minimum effective life of 10 years.
 - b. Capital Improvement Projects must be designed and maintained for a minimum effective life of 25 years. Capital Improvement Projects may be part of but are not expected or required to be listed in a Capital Improvement Program.

¹ The term "outcome" means the result, effect or consequence that will occur from carrying out the environmental program or activity associated with the application. Outcomes may be environmental, behavioral, health related or programmatic in nature but must be quantitative. They may not necessarily be achievable within the grant agreement timeline.

The term "output" or "intermediate outcome" means an environmental activity, effort and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the grant agreement timeline.

² Effective life is the length of time that a project or practice provides the anticipated environmental benefits for which it was designed and the length of time that it is intended to remain in place. Periodic routine maintenance activities may be required to preserve treatment capacity for the life of the project or practice. This RFP sets out minimum standards for effective life. Information provided in the application that exceeds those standards will be considered in funding decisions. Work plans developed for funded applications will rely on the information provided in the application for operation, maintenance and inspection requirements.

BWSR Clean Water Assistance Grants

Funds are to be used to protect, enhance and restore water quality in lakes, rivers and streams and to protect groundwater and drinking water. Activities include structural and vegetative practices to reduce runoff and retain water on the land, feedlot water quality projects, SSTS abatement grants for low income individuals, and stream bank, stream channel and shoreline protection projects. Funding targets for SSTS Imminent Public Health Threat Abatement Grants and Feedlot Water Quality Management Grants have been set at \$1.5 Million and \$2 Million, respectively. These are initial targets and may be raised or lowered depending on the quality and number of applications received.

There are three types of grants under this program category:

- Clean Water Assistance Grants;
- Livestock Waste Management System Grants; and
- Subsurface Sewage Treatment System (SSTS) Abatement Grants.

Ineligible Activities

Projects or practices that address the following will not be considered:

- Stormwater conveyances that collect and move runoff but do not provide water quality treatment;
- Municipal or industrial wastewater treatment or drinking water supply facilities;
- Enforcing existing state minimum standards; and
- That has the primary purpose of water quality monitoring or assessment.

Ranking Criteria for 2012 Clean Water Assistance Grants

An interagency work team (BWSR, MPCA, MDA, MDH and DNR) will be reviewing and ranking all Clean Water Fund applications in order to make a funding recommendation to the BWSR.

Ranking Criteria	Maximum Points Possible
<u>Project Description:</u> The proposed project demonstrates a high potential of long-term success based on project organization and management structure, partner support and community involvement within the project area.	20
<u>Anticipated Outcomes:</u> The outcomes expected upon completion of the project initiatives on the water resources are identified, including a description of the resulting primary and secondary public benefits such as pollution reduction, groundwater or drinking water protection, hydrologic restoration, or aquatic health improvement.	35
<u>Project Readiness:</u> The application has a set of specific initiatives that can be implemented soon after grant award.	20
<u>Prioritization and Relationship to Plan:</u> The proposal is based on priority protection or restoration actions listed in or derived from an approved local water management plan or address pollutant load reductions prescribed in an approved TMDL.	25
Total Points Available	100

BWSR Clean Water Assistance Grants: *Livestock Waste Management System Specific Requirements*

General Requirements

- Eligible practices are limited to best management practices listed in the MN USDA-NRCS docket (<http://efotg.sc.egov.usda.gov/references/public/MN/2011EQIPpayschedMAR9.pdf>).
- Funding is limited to feedlots that are not classified as a Concentrated Animal Feeding Operation (CAFO) and have less than 500 animal units (AUs), in accordance with MN Rule Chapter 7020.
- Pollution reduction estimates must be provided for each specific livestock management system being addressed. MINNFARM program pollution estimates and index rating are required for all livestock management practices, except for:
 - Milk house waste facilities, or
 - Other alternative treatment systems (ex. silage leachate treatment).
- All State feedlot inventory data for funded projects must be up to date in the MPCA Delta Reporting system to be eligible for funding. The feedlot registration AU number in the application must be equal or less than the registration number in Delta.

Ineligible Activities

Projects or projects that address the following will not be considered:

- Provide partial compliance with standards when the project is completed;
- Buildings;
- Feed storage facilities;
- Feeding facilities and equipment;
- Manure application equipment;
- Barn cleaners and flush systems; and
- Building foundation costs not associated with a manure storage facility.

Ranking Criteria for 2012 Livestock Waste Management Systems

For purposes of the 2012 Livestock Waste Management Systems Grants, riparian areas and open lot agreement are defined as shown below.

- **Riparian Areas:** projects located in riparian areas will be given a higher priority for funding. Riparian is defined as:
 - 1000 feet from a lake,
 - 300 feet from a stream,
 - 300 feet from a DNR public water wetland,
 - 300 feet from a sinkhole,
 - 300 feet from open tile intake,
 - Within a drinking water supply management area (DWSMA), and
 - 300 feet from a private or public ditch.
- **Open Lot Agreement:** livestock operations that have signed an open lot agreement, have corrective actions that need to be taken to come into compliance with MN Rules Chapter 7020, and have actively pursued State and Federal funding.

Table 3: Livestock Waste Management System Ranking Criteria	
Ranking Criteria	Maximum Points Possible

MinnFARM Index	20
MinnFARM Loading (P, N, BOD)	20
Prioritization and Relationship to Plan	15
Located in Riparian Zone	25
Open Lot Agreement	20
Total Points Available	100

BWSR Clean Water Assistance Grants: *Subsurface Sewage Treatment System (SSTS) Abatement Specific Requirements*

General Requirements

- Only identified imminent threat to public health threat systems (ITPHS) SSTS are eligible for funding.
- Project landowners must meet low income thresholds. Applicants are strongly suggested to use existing income guidelines from the U.S. Rural Development as the basis for their definition of low income.
- Projects that are proposing to construct small community cluster systems must have previously applied to the Minnesota Public Facilities Authority (PFA) Small Community Wastewater Treatment Program and have completed the appropriate technical feasibility analysis in order to be eligible for funding. (NOTE: add link)
- Projects must have a minimum non-state match of 5%.
- Priority given to projects located in Riparian Areas: Riparian is defined as:
 - 1000 feet from a lake,
 - 300 feet from a stream,
 - 300 feet from a DNR public water wetland,
 - 300 feet from a sinkhole,
 - 300 feet from open tile intake,
 - Within a DWSMA, and
 - 300 feet from a private or public ditch.

Ineligible Activities

Projects or projects that address the following will not be considered:

- Small community wastewater treatment systems serving over 10,000 gallons per day with a soil treatment system, and
- A small community wastewater treatment system that discharges treated sewage effluent directly to surface waters without land treatment.

Ranking Criteria	Maximum Points Possible
Prioritization and Relationship to Plan	20
SSTS Located in a Riparian Zone	30
SSTS identified	50
Total Points Available	100

BWSR Clean Water Accelerated Implementation Grants

These funds are for projects and activities (such as ordinances, organization capacity, and state of the art targeting tools) that complement, supplement, or exceed current state standards for protection, enhancement, and restoration of water quality in lakes, rivers, and streams or that protect groundwater from degradation.

General Requirements

- Projects and activities for accelerated targeting, planning, and environmental controls (i.e., special area ordinance, targeting tools) that complement, supplement, or exceed current state standards for protection, enhancement, and restoration of water quality in lakes, rivers, and streams or that protects groundwater from degradation.
- Resulting outputs need to be incorporated into the next water management or comprehensive plan amendment/revision or otherwise be incorporated into routine activities resulting in increased water quality protection and enhancement or accelerated water quality restoration.
- Information, tools and project outputs that will lead to the more effective use of future implementation funding will be prioritized.

Ineligible activities

Projects or practices that address the following will not be considered:

- Updating local water plans,
- Clean Water Partnership Phase 1 diagnostic studies or equivalent, and
- Land acquisition or easement payments.

Ranking Criteria for 2012 Accelerated Implementation Grants

Table 5: Clean Water Accelerated Implementation Grants Ranking Criteria	
Ranking Criteria	Maximum Points Possible
Clarity of project’s goals, standards addressed and projected impact on land and water management and enhanced effectiveness of future implementation projects.	40
Prioritization and Relationship to Plan: The proposal is based on priority protection or restoration actions listed in or derived from an approved local water management plan or address pollutant load reductions prescribed in an approved TMDL.	25
Means and measures for assessing the program’s impact and capacity to measure project outcomes.	20
Timeline for implementation.	15
Total Points Available	100

BWSR Clean Water Conservation Drainage Grants

These funds are for pilot projects to retrofit existing drainage systems with water quality improvement practices, evaluate outcomes and provide outreach to landowners, public drainage authorities, drainage engineers, contractors and others.

General Requirements

All applicants, or the jurisdiction where the project work is proposed, must have submitted their current annual Public Drainage Ditch Buffer Strip Report to BWSR, if applicable.

Eligible Activities

Proposed activities must be conducted on existing drainage systems (i.e., retrofits). Eligible activities may include, but are not limited to:

- Side inlet controls to drainage ditches to reduce erosion, provide temporary detention, and sediment settling;
- Alternative tile intakes (e.g., perforated riser on an open tile intake, or dense pattern tile replacing an open tile intake),
- Buffers at side inlet or tile intake locations,
- Control structures on existing tile systems for controlled subsurface drainage,
- Woodchip Bioreactors on existing tile drainage systems,
- Technical assistance and planning to develop drainage system-scale implementation plans to achieve designated water quality and water quantity goals. The project plan should consider practices, such as culvert sizing and other hydrology management practices, on a sub watershed basis that reduce peak flows and erosion potential downstream. Plans for which technical assistance is provided must have a high potential for implementation of conservation drainage or other prioritized conservation practices, as explained in the project application, and
- Other innovative conservation drainage practices that directly improve water quality and/or manage runoff hydrology to improve water quality.

Ineligible Activities

Projects or practices that address the following will not be considered:

- Culvert replacements associated with roads,
- Bridge replacements, and
- Ambient water quality monitoring.

Required Project Components and Policies

Proposed projects must contain the following components:

- Outcomes: Proposed projects must be conducted on a reach scale or a suitable scale such that project outcomes can be evaluated,
- Outreach: The project must include an outreach component. Examples include: 1) hosting public meeting(s)/workshop(s) to discuss project objectives, benefits and results; 2) developing project fact sheets that are distributed to landowners/operators; 3) hosting field day(s) to show and discuss project objectives and outcomes on-site, and

- Practice Implementation: Proposed projects must have an on the ground implementation component. Projects only conducting planning will not be considered.

Ranking Criteria for FY2012 Conservation Drainage Grants

Project proposals will be reviewed and ranked by the interagency Drainage Management Team, with final selection by the Board of Water and Soil Resources.

Table 6: Conservation Drainage Grant Ranking Criteria	
Ranking Criteria	Maximum Points Possible
Problem Identification and Relationship to Plan	20
Consistency with Conservation Drainage Program Purposes	20
Project Located on a Public Drainage System	10
Project Evaluation Plan	20
Public Outreach Plans	10
Overall Proposal Quality and Completeness	20
Total Points Available	100

BWSR Community Partners Conservation Program Grants

These funds are to be used for community partners within a LGUs jurisdiction to implement structural and vegetative practices to reduce stormwater runoff and retain water on the land to reduce the movement of sediment, nutrients and pollutants. LGUs will be the primary applicant and provide sub-grants to community partners who are implementing practices to accomplish restoration, protection or enhancement of water quality in lakes, rivers and streams and/or protection of groundwater and drinking water.

General Requirements

- Community partners include non-profits, citizen groups, businesses, student groups, faith organizations, and neighborhood, lake, river, or homeowner associations.
- Proposals shall indicate the types of structural and vegetative practices proposed for sub-grants to community partners to reduce stormwater runoff and retain water on the land to reduce the movement of sediment, nutrients and pollutants. An estimate of outputs (# of grants anticipated) need to be included in BWSR grant application
- The maximum dollar amount an LGU can apply for is \$150,000
 - All grants require a minimum match of 25% non-state, non-federal government cash or in-kind cash value that can be directly attributed to project accomplishments.
 - Proposed LGU sub-grant program must solicit proposals for structural or vegetative management practices that reduce storm water runoff and/or proven and effective water retention practices to keep water on the land. Broad types of practices need to be identified in the BWSR application.
- Ranking criteria and selection process for the proposed sub-grant program must be developed by the LGU and approved by BWSR prior to receiving grant funds.
- Funding contract or grant agreement template drafted by local legal advisor between the LGU and Community Partner must be reviewed and approved by BWSR prior to the LGU receiving grant funds.

Guidelines for Local Sub-Grants to Community Partners:

- Grant maximum up to \$30,000 per project,
- Projects must be consistent with local water management plans or TMDL implementation plans,
- Projects must accomplish restoration, protection or enhancement of water quality in lakes, rivers and streams and/or protect groundwater and drinking water,
- Projects must have minimum life span of 10 years,
- Project outcomes must be estimated prior to receiving grant funds,
- A recipient of funds shall incorporate community engagement and public education when implementing projects and programs funded under this article, and
- To the extent possible, applicable projects must have vegetation planted or seed sown only of ecotypes native to Minnesota, and preferably of the local ecotype, using a high diversity of species originating from as close to the project site as possible, and protect existing native prairies from genetic contamination (see guidance at http://www.bwsr.state.mn.us/native_vegetation/seeding_guidelines.pdf).
- All sub-grants must comply with the FY 2012 BWSR Clean Water Fund Grant policy.

Ineligible Activities

Projects or practices that address the following will not be considered:

- Aquatic invasive species control (curly leaf pondweed, carp control),
- In-lake treatments (alum, iron filings, ferric chloride, barley straw, etc.),
- Educational events such as garbage clean-ups, etc., and
- Project enhancements – i.e., park benches, aesthetic shrubbery/plantings.

Ranking Criteria for 2012 Community Partners Conservation Program Grants

Table 7: Community Partners Conservation Program Grant Ranking Criteria	
Ranking Criteria	Maximum Points Possible
Clarity of project goals, projected impact, and involvement with community partners.	40
Prioritization and Relationship to Plan: The proposal is based on priority protection or restoration actions listed in or derived from an approved local water management plan or address pollutant load reductions prescribed in an approved TMDL.	30
Plan for assessing the programs impact and capacity to measure project outcomes.	20
LGU capacity to implement the local grant program processes and protocols.	10
Total Points Available	100

Financial Review of Nongovernmental Organizations:

State Grant Policy 08-06, Financial Review of Nongovernmental Organizations, (see http://www.admin.state.mn.us/ogm_policies_and_statute.html) requires that before awarding a grant of over \$25,000 to a nongovernmental organization, a recent financial statement from that organization must be assessed. Items of significant concern must be discussed with the grant applicant and resolved to the satisfaction of state agency staff before a grant is awarded.

- 1) Grant applicants with annual income of under \$25,000 or who have not been in existence long enough to have a completed IRS Form 990 or audit must submit their most recent board-reviewed financial statements.
- 2) Grant applicants with annual income of over \$25,000 and under \$750,000 must submit their most recent IRS Form 990.
- 3) Grant applicants with annual income of over \$750,000 must submit their most recent certified financial audit.

Community partner applicants requesting over \$25,000 must provide the following information:

- 1) Most recent audited financials (unaudited financials if audited are not available);
- 2) List of current Board of Directors (with all organization affiliations);
- 3) List of current Key Staff/ Members *; and
- 4) Conflict of Interest Policy **

*Key personnel that will be working to complete this grant project, along with their roles and responsibilities.

** If an organization does not have an official policy, a brief description of how the organization would handle any conflicts of interest that may occur must be submitted to BWSR.

Minnesota Department of Health (MDH) Well Sealing Program

These funds are to be used to provide assistance to well owners for the sealing of unused wells in accordance with Minnesota Rules 4725.

General Requirements

- Well sealing assistance can be provided to homeowners, businesses, industries and other public and private entities who own wells that were never designated as public water supply wells by the Minnesota Department of Health.
- 50% non-state cash or in-kind cash value match is required
- Maximum per well cost share assistance must not exceed \$1,000
- Applications may be for specific wells that meet one or more of the following criteria:
 - Wells within a drinking water supply management area (DWSMA)
 - Wells completed in the same aquifer as one or more nearby (within one mile) public water supply wells designated by the Minnesota Department of Health
 - Large diameter wells (8 inches or greater)
 - Multi-aquifer wells
 - Wells within areas of known (documented) groundwater contamination
- Eligible LGUs may also apply for funds to initiate a well-sealing program within their jurisdictions by setting up an application screening process that includes the criteria above.

Ranking Criteria for 2012 Community Partners Conservation Program Grants

Ranking Criteria	Maximum Points Possible
Specific wells included in the application	25
Prioritization and Relationship to Plan: The proposal is based on priority protection or restoration actions listed in or derived from an approved local water management plan	40
Priority areas for well sealing identified	20
Overall proposal quality and completeness	15
Total Points Available	100

Minnesota Department of Agriculture AgBMP Loan Program

The AgBMP Loan Program provides low interest loans to farmers, rural landowners, and agriculture supply businesses to solve water quality problems. The program encourages implementation of Best Management Practices that prevent or reduce pollution problems, such as runoff from feedlots; erosion from farm fields and shoreline; and noncompliant septic systems and wells. For more information on program specifics, go to the MDA website at:

<http://www.mda.state.mn.us/agbmploans>.

General Requirements:

- AgBMP loans can only be issued to rural landowners, farmers, and farm supply businesses. Urban landowners may not be eligible for AgBMP loans. The maximum amount of an individual loan is \$100,000.
- The MDA will provide requested AgBMP Loan components for all successful grant applications, up to a maximum of \$300,000 per government unit. The amount awarded may be adjusted in coordination with prior AgBMP Loan awards.
- AgBMP Loan awards must go through one of the program's existing local governmental unit contracts. Watershed organizations, cities, townships, etc., can apply for AgBMP Loans, but the amount awarded will ultimately be added to the existing contract for the project area. The applicant must coordinate their efforts with the area's existing local AgBMP Loan program.
- AgBMP Loan awards are ONLY for implementation of proven BMPs. Research and demonstration projects are not eligible components of an AgBMP Loan request.
- AgBMP Loans are considered non state, non federal, non public MATCH.
- If an LGU is ONLY requesting AgBMP Loan funds and NO coordinating grants, then the LGU should submit their request in the usual, annual application and report that is distributed to the participating LGUs about Jan 1, 2012 and will due back to the MDA by the first Friday of Feb (2/3/2012). LGUs should NOT apply through the BWSR Competitive Grant RFP just for strictly AgBMP Loan requests.