



# **FY 2018 Drainage Records Modernization (DRM) Match Grants Request for Proposals (RFP)**



## RFP Information

### Purpose

The purpose of Drainage Records Modernization (DRM) Match Grants is to assist counties and watershed districts that administer public drainage systems in accordance with Minnesota Statutes Chapter 103E to preserve and upgrade their records in an electronic GIS database. This purpose includes enabling enhanced drainage system management by using a recently developed GIS database template that is based on prior drainage records modernization experience. The purpose also includes populating an associated statewide GIS database with hydrographic data (only) for Chapter 103E drainage systems (e.g., drainage system location, type, alignment, profile and dimensions) to better enable data access for watershed-based modeling, water planning and implementation.

### Background

The State of Minnesota, through the Board of Water and Soil Resources, has previously provided drainage records modernization match grants to drainage authorities in 2009 and 2011.

In 2016, the first phase of an FY 2015 LCCMR Environment and Natural Resources Trust Fund grant project titled “*Drainage Records Modernization and Statewide Geographic Information System Database*” was completed by the Board of Water and Soil Resources (BWSR), in collaboration with the Minnesota Geospatial Information Office (MnGeo) and Houston Engineering, Inc. The products and outcomes from Phase 1 of the project include:

- a. a drainage records GIS database template with data standards for Chapter 103E drainage authority use (compatible with DrainageDB™);
- b. updated 2016 *Drainage Records Modernization Guidelines* (the first edition was published by BWSR in September 2008);
- c. a statewide GIS database for easy access to public drainage system hydrographic data in the Minnesota Geospatial Commons on the MnGeo website;
- d. associated web-based access for these tools; and
- e. outreach to Chapter 103E drainage authorities about these new tools.

These DRM Match Grants are Phase 2 of that project, funded by an FY 2018 LCCMR Environment and Natural Resources Trust Fund grant to BWSR. Phase 2 match grants will utilize the products from Phase 1 of the project.

### Available Funds

The Legislature has appropriated \$500,000 for DRM Match Grants in FY 2018 from the Environment and Natural Resources Trust Fund.

### New for 2018

The grant eligibility requirements have changed somewhat from previous DRM grant programs.

To receive a grant award, an applicant must agree to:

- a. use the Drainage Records GIS Database Template and associated *Drainage Records Modernization Guidelines* (See Drainage Records Modernization subheading on the [BWSR Drainage webpage](#) to request the Drainage Records GIS Database Template and access the *Drainage Records Modernization Guidelines*);
- b. annually provide drainage system hydrographic data updates electronically to the statewide GIS drainage records database on the Minnesota GeoCommons (see example on the [Minnesota Geospatial Commons](#)). The DRM database template packet includes instructions for “publishing” drainage system hydrographic data to the statewide database); and
- c. provide a local match of at least 1:1, with higher ranking priority given to applications that provide greater than 1:1 match.

## Application Guidelines

1. Applications must be submitted via eLINK. Eligible applicants without a current eLINK user account must submit a request to establish an eLINK account ***no later than 7 days prior to the application*** deadline. As part of the application, eLINK will require applicants to map the location of the proposed project area, which can be all, or part, of the drainage authority's jurisdiction area.
2. Proposals may include one image file (.jpg, .tiff, .png) as an application image within eLINK. (Other attachments will not show up as a part of the application report in eLINK.)

## Applicant Eligibility

Only M.S. Chapter 103E county or watershed district drainage authorities can apply for this grant.

## Minimum and Maximum Grant Requests

There is no minimum grant request amount for the DRM Match Grant Program. The maximum DRM Match Grant that can be requested is \$75,000.

## Match

The drainage authority must provide a local match of at least 1:1.

## Application Deadline and Timeline

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

August 28, 2017	Application period begins
October 2, 2017	Application deadline at 4:30 PM*
December 20, 2017	BWSR Board authorizes grant awards (proposed)
January 2018	BWSR grant agreements sent to recipients (proposed)
March 12, 2018	Work plan submittal deadline
April 9, 2018	Grant execution deadline

\*The application must be submitted by 4:30 PM. Late responses will not be considered. The burden of proving timely receipt is upon the grant applicant.

## Eligible Activities

The [Drainage Records Modernization Guidelines](#) provide detailed guidance for the kinds of tasks necessary to modernize drainage system records. Eligible activities include scanning, digitizing, database creation, and otherwise organizing electronic versions of drainage system records.

## Ineligible Activities

Grant funds cannot be used to purchase or develop database software.

## Project Period

The project period starts when the grant agreement is fully 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, 2020.

## 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 work plan approval and execution of the grant agreement, provided that the grant applicant is in compliance with all BWSR website and eLINK reporting requirements for previously awarded BWSR grants. The second payment of 40% of the grant amount will be paid once the grantee has provided BWSR with notification of 50% completion and BWSR has reconciled expenditures of the initial payment. The last 10% will be paid after all final reporting requirements are

met, the grantee has provided BWSR with a final financial report, and BWSR has reconciled these expenditures.

### Incomplete Applications

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

- a. Components of the application are incomplete or missing, including information on pollution reduction estimates, where applicable;
- b. Any required documentation is missing; or
- c. The match amount does not meet grant requirements.

### Grants and Public Information

Under Minnesota Statutes, Section 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.

### Minimum Browser Requirements

The applicant must use Microsoft (MS) Internet Explorer 9 and above or Mozilla Firefox.

### Ranking

All proposals will be ranked by BWSR drainage staff using the following criteria:

<b>Table 1: Drainage Records Modernization Match Grants Ranking Criteria</b>	
<b>Ranking Criteria</b>	<b>Maximum Points Possible</b>
<u>Connection to a Local Water Management Plan:</u> The project application clearly identifies connection with local water management plan priorities and how it would advance the plan goals.	15
<u>Project Readiness:</u> The application has a set of specific activities that can begin to be implemented soon after grant award with required staff in place or a plan to hire contract staff to accomplish the proposed activities described.	20
<u>Match:</u> The drainage authority must provide a local match of at least 1:1. Higher ranking priority will be given to applications that provide greater than 1:1 match. (Points will be assigned based on a comparison of all applications as to the relative match over that required for eligibility. Highest gets all the points. If an applicant is in the middle of the range, ½ of the points. If no increase over the minimum 1:1 match, no points.)	25
<u>Measureable Outcomes:</u> The project is consistent with the Drainage Records Modernization Guidelines and clearly identifies uses and benefits of the drainage records modernization proposed.	20
<u>Cost Effectiveness:</u> The project application clearly identifies the scope and quantity of results the applicant is planning to achieve, and how the applicant intends to achieve those results in a cost-effective manner.	20
<b>Total Points Available</b>	<b>100</b>

### Questions

Questions about the Drainage Records Modernization Match Grants can be answered by calling Tim Gillette at 651-297-8287, or emailing to [tim.gillette@state.mn.us](mailto:tim.gillette@state.mn.us).