



# Everything you wanted to know about grants and more

---

Pete Waller, BWSR Board Conservationist

Matt Drewitz, BWSR Clean Water Specialist

Jeff Nielsen, BWSR Regional Supervisor

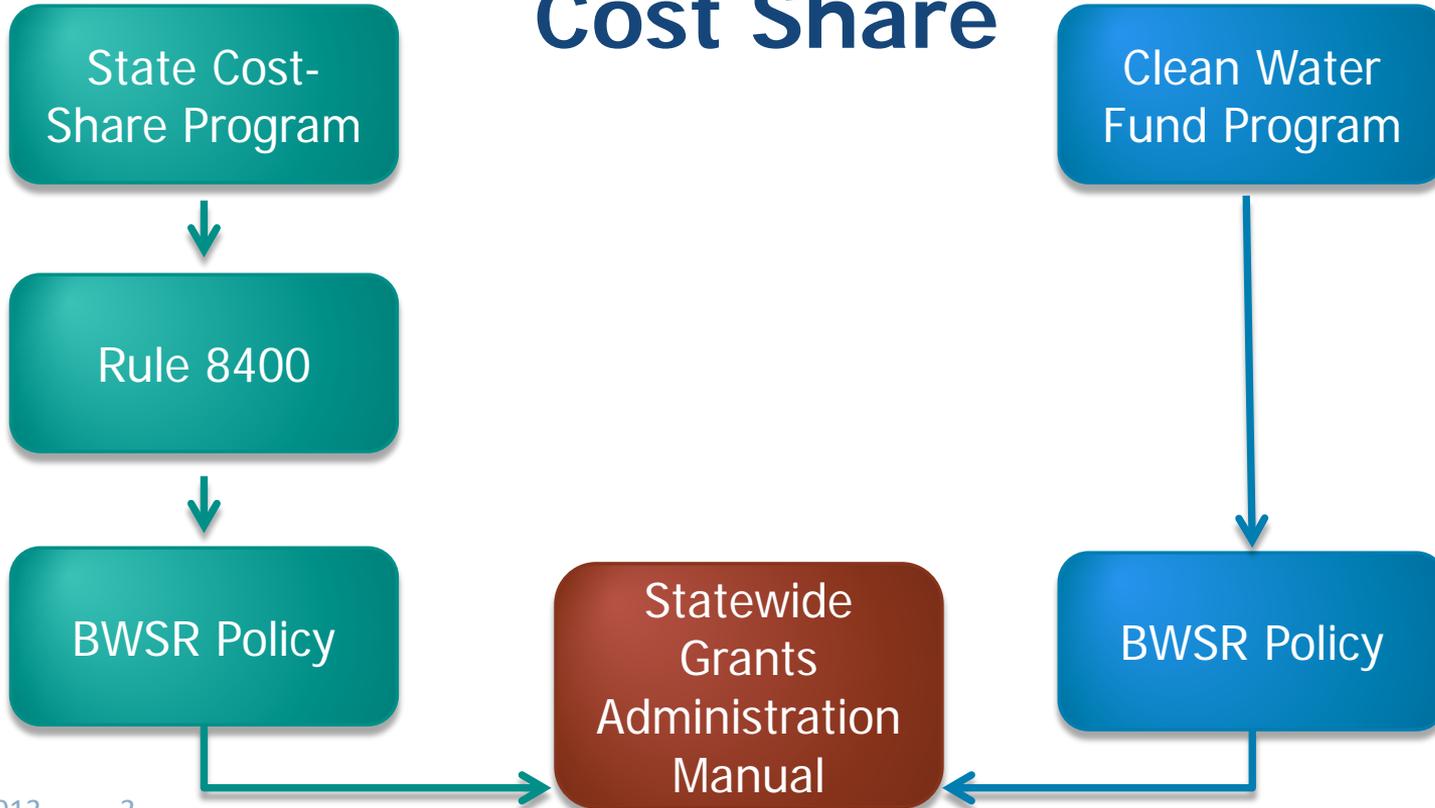
Brett Arne, Pomme de Terre River Joint Powers Board

# Today's Training Agenda

- Erosion Control and Water Management Program and Clean Water Fund Comparison
- Statewide Grant Administration Manual
- Erosion Control and Water Management Program: Administration and Recent Changes
- Clean Water Fund: Important things to know
- Managing Landowner Contracts
- Project Example: Pomme de Terre JPB Clean Water Fund



# Relationship between CWF and State Cost Share



- State and Federal Funds cannot exceed 75%.
- Up-front Grant Payment

State Cost Share

- Federal Funds count as match.
- 50-40-10 Payment schedule

Clean Water Fund

# How are these programs different?

- Governed by Rule
- Limits on Technical and Administrative costs
- SWCDs only
- Programmatic changes in frequent

State Cost Share

- Program changes on a biennial basis
- Policy and RFP signal priorities
- Competitive process
- More funds, more applicants, more BMP types

Clean Water Fund

# How are these programs different?

# Statewide Grants Administration Manual

## Four Main Sections

---

- Administrative Requirements
- Implementing Practices
- Programmatic Requirements
- Optional and Example Forms



# Web-based Manual



 Purpose & Scope

 Table of Contents

-   Administrative Requirements
-   Implementing Practices
-   Programmatic Requirements
-   Optional & Example Forms

## Purpose and Scope

---

This grant manual establishes the administrative and programmatic requirements for all grants administered through the Board of Water and Soil Resources. The manual includes the following sections:

**Administrative requirements** are those matters common to all grants, including topics such as: processing and amending grants, technical quality assurances, reporting, noncompliance, and records retention. These requirements are distinguished from programmatic requirements, which are specific to an agreement or to a grant program; or implementing practices, which includes matters common only to those grants that install practices. All provisions for the administration of grants that are less restrictive than these administrative requirements are superseded, except to the extent that they are required by statute or regulation, pertain to existing agreements, or are authorized in writing by the Board of Water and Soil Resources.

**Implementing practices** details procedures for activities that construct practices and projects, including items such as: processing conservation practice contracts, operation and maintenance guidelines, vegetation guidelines, and pertinent forms. The provisions within this section may be required by a specific grant program.

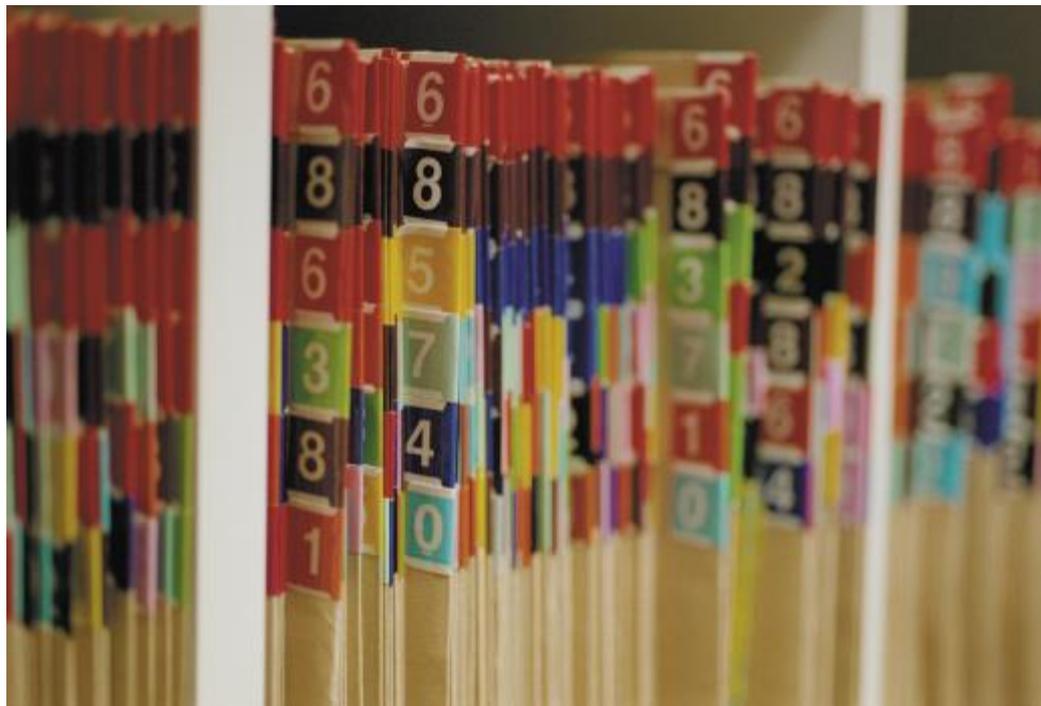
**Programmatic requirements** include grant program specific policies and guidelines. Program policies provide the expectations for implementation of funds for a given program, including items such as: eligible activities, application procedures, program-specific requirements, and match requirements. Program guidelines are consistent with administrative requirements, although additional limitations may be imposed.

**Optional and example forms** include forms and example documents that have been made available for use, but are not required of any grant program.

---



# Grant Administration



# Implementing Practices



# Programmatic Requirements

## Erosion Control and Water Management Program

The Erosion Control and Water Management Program, commonly known as the State Cost-Share Program, was created to provide funds to Soil and Water Conservation Districts to share the cost of systems or practices for erosion control, sedimentation control, or water quality improvements that are designed to protect and improve soil and water resources. Through the State Cost-Share Program, land occupiers can request financial and technical assistance from their local District for the implementation of conservation practices.

Forms and guidance for FY13 and prior can be found on the [State Cost Share Manual page](#).

To view historical changes to the State Cost Share Program, visit [Cost Share Rule and Policy History](#).

### FY14 Policy, Guidance, and Forms

- [Erosion Control and Water Management Program Policy](#) (effective August 29, 2013)
- [Resolution Adopting a County Comprehensive Local Water Management Plan](#)
- [Cost Share Technical Assistance Option - FY 2014](#)
- [FY14 & 15 Erosion Control and Water Management Fact Sheet](#)

Additional forms are available in the BWSR Statewide [Grant Administration Manual](#) within the "Implementing Practices" section.



# Optional and Example Forms



# Questions on the Administration Manual?



# Erosion Control and Water Management Program Administration

- Commonly referred to as “State Cost Share Program”
- Major changes for the FY 2014 program
- Basics of administering the program



# Erosion Control and Water Management Program Background

- Administered by SWCDs only,
- Major program changes went into effect August 29, 2013.



# Local Policy Development by SWCDs

- As an SWCD, you can develop local policies more stringent than BWSR.
- These policies need your SWCD board approval and need to be documented.



# FY 2014 Major Program Changes

- See handout on changes (BWSR website as well)
- Rule updated,
- New BWSR policy,
- New grant agreement,
- Only high priority practices,
- State Cost Share manual out, Grants Admin Manual and eFOTG in
- Delegation – SWCD Board’s may delegate signature authority to staff by district policy.



# Erosion Control and Water Management Program Handout



## Erosion control and water management program

New rule/new policies and grant agreement for FY14 & 15

October 2013

### Purpose

The Board of Water and Soil Resources (BWSR) has been working on changes to the Erosion Control and Water Management Program (commonly referred to as the State Cost Share Program) to ensure consistency between Statute, rule and policy. This effort resulted in an [amended rule](#), [BWSR Board adopted policies](#) and an updated program manual. The result provides program flexibility through BWSR Board adopted policy and should increase administrative consistency between this and other grant programs for both BWSR and Soil and Water Conservation Districts (SWCDs). The rules were finalized August 29, 2013 when the BWSR Board adopted the policy. The amended rules, policy and updated program manual will be effective for FY2014 (FY14) Erosion Control and Water Management Program grants."

### Rule changes

- Rules conform to statutory amendments
- Changes were made for increased program direction via BWSR Board policies and guidelines
- Reduce the administrative burden of the program
- Conservation practice objectives:



# BWSR Policy for the Erosion Control and Water Management Program

- New for FY 2014
- Transfer of guidelines from Rule to Policy
- More flexibility for the program



# New Grant Agreement

- New: Biennial Grant Agreement,
- New: eLINK generated,
- New: Funds MUST be expended within Grant agreement period
- Terms of Grant Agreement, and
- Terms of Payment.



# Water Quality Related Practices Only

- Farmstead shelter belts no longer eligible for State Cost Share
- Legislative appropriation language the driver



# Technical Guidance

- Old State Cost Share Manual only applies to FY 2013 Grants and Older
- FY 2014: eFOTG, State Stormwater Manual, etc.



# Questions?



# Clean Water Fund



# What additional nuggets do I need to know for Clean Water Funds?

- 50-40-10 payment schedule and local budgeting,
- Additional grants monitoring by BWSR staff (especially for larger \$ grants),
- Multi-jurisdictional projects...more complexity (see Brett's talk), and
- Amendments to work plans and grant agreements.



# Questions?



# Managing Landowner Contracts

- Focusing on on-the-ground Projects and Practices



# Contracting Process

## 3 Phases

1) Preliminary work

2) Contract implementation

3) Post contract activities



# Phase 1: Preliminary Work

- Before the contract starts (and sometimes grant agreement)



# Phase 2: Contract Implementation

- Work that is done between when the landowner signs a contract through when final payments are made.

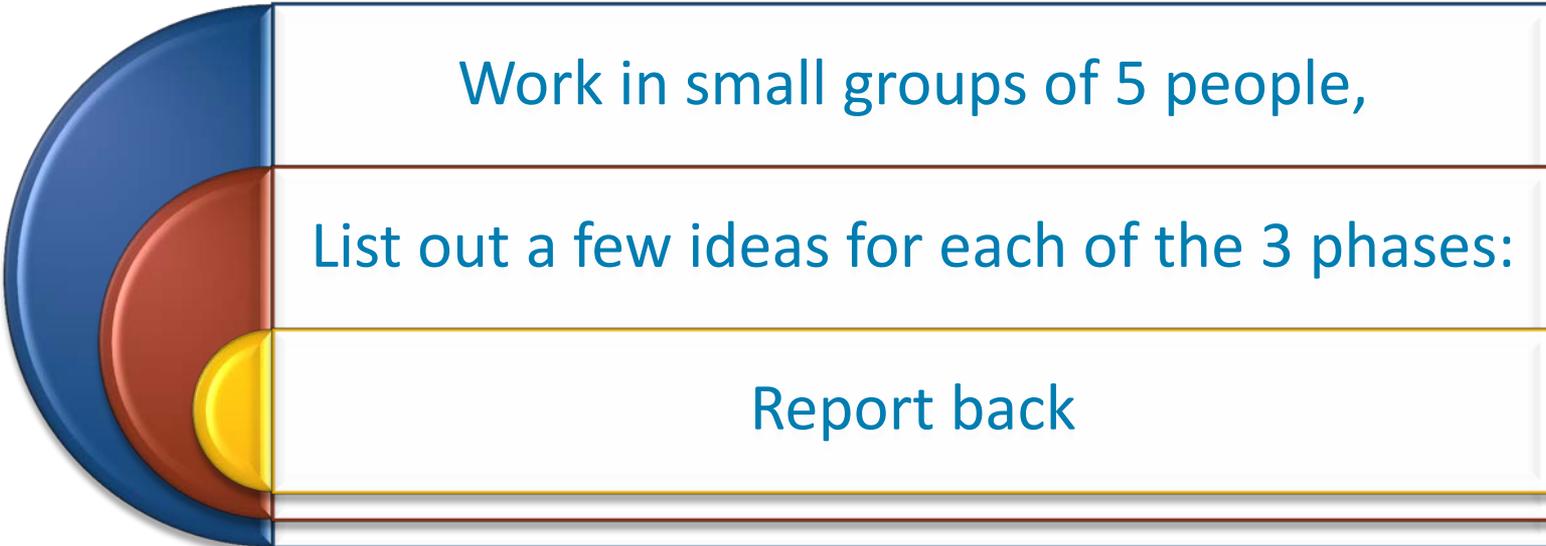


# Phase 3: Post Contract Activities

- Reasonable assurance that practices stays in place for designed lifespan



# Exercise: 10 minutes



Work in small groups of 5 people,

List out a few ideas for each of the 3 phases:

Report back



# End of Grant Agreement with BWSR

- Complete all reporting through eLINK,
- Project PR and website updates,
- Grant Closeout, Final Financial Report, and Financial Reconciliation, and
- Grant violations.



# Questions on Landowner Contracts?



**Real Life Example:  
Pomme de Terre/ Mustinka  
Clean Water Fund  
Land and Water Treatment  
Project**



# Pomme de Terre Contracting

- The Pomme de Terre is a JPB, and work as a group to accomplish CWF projects. Group projects have the potential to become giant headaches for everybody.
- Doing things as a group requires a higher level information, documentation and Communication.
- Doing things as group requires that contracts are completed the same across the board.
- Success or failure applies to the whole group.



# State C-S – VS – CWF Example

## Who's Responsible???

### State Cost-share

- BWSR Grant
- BWSR Board Rep.
- SWCD Board
- SWCD Staff
- Landowner

### Clean Water Fund

- BWSR Grant
- BWSR Board Rep. and Clean Water Specialist
- PDT Joint Powers Board or BDSWD
- Grant Coordinator
- Fiscal agent
- SWCD or County Board
- SWCD staff or County staff
- Landowner



# Clean Water Fund Application/ Contract



## CONSERVATION PRACTICE ASSISTANCE CONTRACT

### General Information

Organization Grant SWCD	Contract Number 26-01-2013-cwf	Other federal or other state funds? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Amendment <input checked="" type="checkbox"/> X Board meeting date(s) 4/25/13	Canceled <input type="checkbox"/> Board meeting date: _____
----------------------------	-----------------------------------	--	--	--

\*If a contract amended, attach amendment form(s) to this contract.

### Applicant

Land Occupier Name Elmer Elmerson	Address 22668 Co. Rd. 10	City/State Erdahl, Mn	Zip code 56799
--------------------------------------	-----------------------------	--------------------------	-------------------

\* 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

Township Name Erdahl	Township 129	Range 41	Section 34	1/4,1/4 NE,SW
-------------------------	-----------------	-------------	---------------	------------------



# Clean Water Fund Application/ Contract

## 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:

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 10 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 organization technical representative.

1. 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.
2. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier who signed this contract to advise the new owner that this contract is in force.
3. Practice(s) must be planned and installed in accordance with technical standards and specifications of the NRCSFOTG.
4. 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.
5. This contract, when approved by the organization board, will remain in effect unless canceled by mutual agreement, except where installations of practices covered by this contract have not been started by 6/1/13 (date), this contract will be automatically terminated on that date.
6. Practices will be installed by 12/1/13 (date) unless this contract is amended by mutual consent to reschedule the work and funding.
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 organization board has the authority to make adjustments to the costs submitted for reimbursement.



# Clean Water Fund Application/ Contract

## 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 organization technical representative.
4. Not accept cost-share funds, from state and federal sources combined, that are in excess of **75** percent of the total cost to establish the conservation practice and provide copies of all forms and contracts pertinent to any other state or federal programs that are contributing funds toward this project.



Date 1/24/13	Land Occupier  Elmer Elmerson
Date 1/24/13	Landowner, if different from applicant  Pete Peterson 209 216 <sup>th</sup> St. Barrett, Mn 56311 Address, if different from applicant information:



# Clean Water Fund Application/ Contract

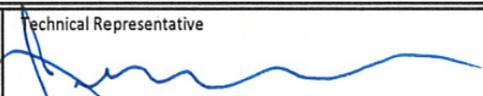
## Conservation Practice

The primary practice for which cost-share is requested is 638- Water and Sediment Control Basin

Practice standards or eligible component(s) 638- WASC0B 620 –Under ground outlet	Engineered Practice (Xyes or <input type="checkbox"/> no) Ecological practice ( <input type="checkbox"/> yes or <input type="checkbox"/> no)	Total Project Cost Estimate \$25,000
--	---	---

## 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 1/24/13	Technical Representative  Jim Jameson
-----------------	--

# Clean Water Fund Application/ Contract

## Amount Authorized for Financial Assistance

The Organization Board has authorized the following for financial assistance, total not to exceed the overall percent listed indicated in 4, above.

\$ 12,500 from EQIP

Enter program name and fiscal year

\$ 6,250 from 2013 PDT CWF

Enter program name and fiscal year

\$ \_\_\_\_\_ from \_\_\_\_\_

Enter program name and fiscal year

Board Meeting Date 2/28/13	Authorized Signature  Lars Larson	Total Amount Authorized \$6,250.00
-------------------------------	--	---------------------------------------



# Amendments

AMENDMENT

## AMENDMENT TO CONSERVATION PRACTICE ASSISTANCE CONTRACT

Organization Grant SWCD	Contract Number 26-01-2013-cwf	Amendment Number 1  Board meeting date: <u>4/25/13</u>	Amendment Type  Date: <input checked="" type="checkbox"/> X Amount: <input type="checkbox"/> Land Occupier: <input type="checkbox"/>
----------------------------	-----------------------------------	---	--

The parties whose names are signed below hereby agree that the above-referenced conservation practice assistance contract is amended as follows:

### IT IS AGREED THAT:

Due to unforeseen circumstances of the site being too wet it is agreed to amend the start date of this contract to July 1<sup>st</sup> 2013.

The original contract, as numbered, shall remain in full force and effect, except for those changes made necessary by this amendment.

# Amendments

This amendment is to take effect on the date of the last signature hereto.

Date 4/18/13	Land Occupier Elmer Elmerson
Date	Land Occupier

## Technical Assessment and Cost Estimate

I have viewed the site where the above listed are to be installed and find that they are needed, and that the **amended** estimated quantities, costs or completion date described above are practical and reasonable.

Date 4/20/13	Technical Representative Jim Jameson
-----------------	---

## Organization Approval

Board Meeting Date 4/25/13	Authorized Signature Lars Larson
-------------------------------	-------------------------------------



# Voucher

Pomme de Terre River Association  
**VOUCHER AND PRACTICE CERTIFICATION FORM**

**PAYEE INFORMATION**

Name Elmer Elmerson  
Address 22668 Co. Rd. 10  
City, State Zip Erdahl, Mn 56799  
Contract Number 26-01-2013-cwf

**COST INFORMATION**

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Cost</u>
Mobilization	1	job	\$200.00	\$200.00
Earth work (dikes )	1	job	\$6,086.50	\$6,086.50
Tile and intakes	3,093	feet	\$5.85	\$18,094.05
				\$0.00
				\$0.00
				\$0.00
				\$0.00

See attached invoices

**TOTAL REQUEST** **\$24,380.55**

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

8/12/13  
Date



# Voucher

## PAYMENT INFORMATION

Type of Request:  Partial

Final

A. Total Cost of Practice	\$24,380.55
B. Approved Cost Share Percent	75.0%
C. Total Cost Share (A x B)	\$18,285.41
D. Other State and Federal Payments	\$12,500.00
E. Previous Partial Payments	
Final Cost Share Payment (C - D - E)	\$5,785.41

Tons of Soil saved	283
Sediment Reduction	100%
Phos. Reduction	283
Calculation Method	2550'l x 3'w x 2'd per 2 yrs

Practice	Units
638	5 - number
620	3093 - feet

## CERTIFICATION

### Technical Certification

I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

\_\_\_\_\_  
Technical Representative

8/14/13  
\_\_\_\_\_  
Date

### Administrative Certification

I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, 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.

\_\_\_\_\_  
Administrative Sign-off

8/15/13  
\_\_\_\_\_  
Date

# Pollution Reduction

- <http://www.bwsr.state.mn.us/practices/index.html#calculators>
- <http://www.bwsr.state.mn.us/academy/2011/PowerPoints/index.html>



# Technical Certification

- NRCS form ENG-50 is adequate as long as you document on the voucher, and put a copy in the file.
- Each office needs to maintain documentation that the person completing technical sign off has Technical Approval Authority for the practice.



# Project File

- Voucher and any supporting documents (Invoices, Eng.50 etc.)
- Contract documents and any amendments.
- Operation and Maintenance plans.
- Design and as built plans. (Use 11"x17")
- Air photo/county map showing the location of the project.  
Provide enough information that someone else can map project in elink.
- Any correspondence.
- Site inspection records.





**Pomme de Terre  
Clean Water Fund  
Project Completion Checklist**

**Project Name:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

Please include this checklist as a cover sheet in your project file upon project completion and submittal to the project coordinator for reporting purposes. Please review your documents, and order them according to the check boxes below.

- Signed and completed Conservation Practice Assistance Contract.
  - Group Project Addendum (if applicable).
  - All amendments to the Conservation Practice Assistance Contract (if applicable).
- Completed and approved Operations and Maintenance plan(s) for the practices contained in the Conservation Practice Assistance Contract.
- If NRCS is providing technical certification, a Completed and signed Practice Completion and Certification Statement – NRCS Engineering-50 form.
- Completed Voucher and Practice Certification form. Must include total project cost, cost-share percentage, final cost-share paid, sediment and nutrient reductions, technical sign-off (engineer or individual with sufficient TAA) and administration sign-off.
- Attach all invoices for project and landowner expenses.
- Attach Design and As-built plans, 11”X17” paper.
- Attach a county map showing project location on a county scale.
- Attach an aerial photo showing project details including landowner name, section, twp, and delineates project type and units where applicable.
- Attach photos, or “before and after” photos if deemed necessary for rain garden or other restoration practices, especially those that indicate significant change, i.e. a severe erosion site restoration for the BWSR Clean Water Stories or other publications requiring or requesting photo evidence.



# County map example



Grant SWCD  
 Elmer Elmerson  
 WASCOD Project  
 contract number 26-01-2013-cwf  
 T.129 R.41 Sec 34 NE1/4SW1/4 Erdahl Twp.

6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1
7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12
18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13
19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24
30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25
31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36
6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1
7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12
18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13
19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24
30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25
31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36

6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1
7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12
18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13
19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24
30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25
31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36
6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1	6	5	4	3	2	1
7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12
18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13	18	17	16	15	14	13
19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24	19	20	21	22	23	24
30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25	30	29	28	27	26	25
31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36	31	32	33	34	35	36

Project Site



# Air Photo example



Grant SWCD  
Elmer Elmerson  
WASCOB Project  
contract number 26-01-2013-cwf  
T.129 R.41 Sec 34 NE1/4SW1/4 Erdahl Twp.



# Site Inspection

- Site inspections for each project will be completed in years; one, five, and nine.



# Site Inspection



## PRACTICE SITE INSPECTION FORM

### General Information

Organization	Contract Number	Primary Practice	Practice Installed Date
--------------	-----------------	------------------	-------------------------

Land Occupier	Address	City/State/Zip
---------------	---------	----------------

### Conservation Practice Location

Township Name	Township	Range	Section	1/4, 1/4 Section	County Number	Minor Watershed Number
---------------	----------	-------	---------	------------------	---------------	------------------------

### Inspection Information

Inspection Date	Name	Practice Condition*	Contributing Watershed Condition*	Suggested Maintenance

Attach additional sheets if necessary.

#### CONDITIONS

N/E -  
Excellent -  
Good -  
Fair -  
Poor -  
PNT -

#### DEFINITION

Has not yet been established as planned.  
Is fully established as planned and is in excellent condition.  
Is fully established as planned and is in adequate condition.  
Action is required to improve and/or provide maintenance.  
Needs immediate land occupier action to comply with the terms of the O&M plan.  
Practice no longer there.

Notes:



# Group Projects



## CONSERVATION PRACTICE ASSISTANCE CONTRACT GROUP PROJECT ADDENDUM

### General Information

Contract No.	Date	Group Spokesperson
--------------	------	--------------------

### 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 address city/state/zip code

Group member address city/state/zip code



# Review

- Provide enough documentation that someone else can figure out what you did and why.
- Make sure Technical people signing off on technical certification have Technical Approval Authority for the practice and you have a record of that in the office.
- Make sure **landowners** sign any applications/contracts.
- Make sure you provide all the correct documentation so the landowner can get paid in a timely manner.
- Make sure the landowner & occupier signs the appropriate O&M.



# Questions for Brett?



# Conclusions

- Contact your Board Conservationist, Clean Water Specialist, BWSR Land and Water staff for more information,
- Update your work plan, and
- Enjoy the Academy!

