

# GREATER BLUE EARTH RIVER BASIN ALLIANCE

## CLEAN WATER PARTNERSHIP POLICY

### GBERBA Conservation Drainage Partnership Program Grant (2015 APPLICATION)

**APPLICATION:**

Achieving water quality goals in the 39 impaired stream reaches of the Greater Blue Earth River Basin requires protection of ditches in headwater areas. This project will work to extend the life of the drainage system, increase water quality, and allow farmers to realize their conservation goals while alleviating the financial burden that can often accompany them.

Total Grant \$294,800.00      Grant Cash \$147,200.00      Cash Match \$124,000.00      In-Kind Match \$23,600.00  
 Grant Period Beginning - Ending June 8, 2015 to June 30, 2018.

An alternate side-inlet can utilize a drop structure with a water quality inlet to improve water quality and quantity. The water quality inlet allows stormwater to temporarily pond, decreasing the water's sediment carrying capacity by as much as 95%. Twenty-seven shovel-ready projects will reduce peak downstream. The trash guard of the water quality inlet also prevents field residue from entering the ditch. Additional water treatment (nitrogen) is likely with the setting of the water quality inlet in the grassed buffer of the drainage ditch. Funds for an additional 13 projects are also being requested as new critical source areas are identified.

The true success of this project will not be measured by pollutant reductions per se, but by the willingness of drainage authorities to adopt the process of repairing ditch structures with more conservation-minded practices. The project will be seen as a success if drainage authorities and landowners understand and approve of innovative conservation practices on open ditches. Upon success of this realization, the developed partnership of GBERBA and drainage staff will expand to work on more diverse conservation projects on agricultural drainage and provide a framework for other regions in the Minnesota River Basin to initiate their own efforts.

**GUIDELINES:**

GBERBA Drainage Partnership Program					GRANT	Cash Match	In-Kind Match	BUDGET TOTAL
PROJECT BUDGET	Cost Category	Cost	Rate	Quantity				
<b>Objective 1</b>								
Partnership Development								
GBERBA Staff	Admin/Tech Coord.	25.00	Hour	15.00	\$375.00			\$375.00
	Financial Coord.	29.00	Hour	5.00	\$145.00			\$145.00
	Technicians	25.00	Hour					
	Transportation	0.575	Mile	487.00	\$280.00			\$280.00
County Drainage Staff	Technician	25.00	Hour	10.00	\$250.00			\$250.00
	Engineer	50.00	Hour					
County Administrative Staff	Administrators	30.00	Hour					
County Ditch Authorities	Commissioners	30.00	Hour	50.00			\$1,500.00	\$1,500.00
SWCD	Technicians	25.00	Hour	24.00	\$600.00			\$600.00
<b>Objective 1 TOTAL</b>					<b>\$1,650.00</b>		<b>\$1,500.00</b>	<b>\$3,150.00</b>
<b>Objective 2</b>								
Solicit and Acquire Projects								
County Drainage Staff	Technician	25.00	Hour	180.00	\$1,900.00		\$2,600.00	\$4,500.00
	Engineer	50.00	Hour					
	Transportation	0.575	Mile	10000.00	\$5,750.00			\$5,750.00
County Ditch Authorities	Commissioners	30.00	Hour	100.00			\$3,000.00	\$3,000.00
SWCD Staff	Technicians	25.00	Hour	120.00	\$1,500.00		\$1,500.00	\$3,000.00
<b>Objective 2 TOTAL</b>					<b>\$9,150.00</b>		<b>\$7,100.00</b>	<b>\$16,250.00</b>
<b>Objective 3</b>								
Designing & Engineering BMPs								
County Drainage Staff	Technician	25.00	Hour	184.00	\$4,600.00			\$4,600.00
	Engineer	50.00	Hour	340.00	\$17,000.00			\$17,000.00
SWCD Staff	Technicians	25.00	Hour	120.00			\$3,000.00	\$3,000.00
<b>Objective 3 TOTAL</b>					<b>\$21,600.00</b>		<b>\$3,000.00</b>	<b>\$24,600.00</b>
<b>Objective 4</b>								
Implementation of BMPs								
County Drainage Authority BMPs					\$54,000.00	\$54,000.00		\$108,000.00
Landowner						\$10,000.00		\$10,000.00
Other Cons. Drainage BMPs					\$30,000.00	\$60,000.00		\$90,000.00
<b>Objective 4 TOTAL</b>					<b>\$84,000.00</b>	<b>\$124,000.00</b>		<b>\$208,000.00</b>
<b>Objective 5</b>								
Project Management								
Financial/Administrative Reporting	Admin/Tech Coord.	25.00	Hour	456.00	\$10,400.00		\$1,000.00	\$11,400.00
	Financial Coord.	29.00	Hour	393.10	\$10,400.00		\$1,000.00	\$11,400.00
<b>Objective 5 TOTAL</b>					<b>\$20,800.00</b>		<b>\$2,000.00</b>	<b>\$22,800.00</b>
<b>Objective 6</b>								
Outreach and Education								
GBERBA Staff	Admin/Tech Coord.	25.00	Hour	400.00	\$4,000.00		\$6,000.00	\$10,000.00
	Technicians	25.00	Hour					
County Drainage Staff	Technicians	25.00	Hour	140.00	\$1,500.00		\$2,000.00	\$3,500.00
	Engineer	50.00	Hour	70.00	\$1,500.00		\$2,000.00	\$3,500.00
SWCD	Technicians	25.00	Hour	120.00	\$3,000.00			\$3,000.00
<b>Objective 6 TOTAL</b>					<b>\$10,000.00</b>		<b>\$10,000.00</b>	<b>\$20,000.00</b>
<b>TOTAL</b>					<b>\$147,200.00</b>	<b>\$124,000.00</b>	<b>\$23,600.00</b>	<b>\$294,800.00</b>

**Objective 1:** Develop strategies between GBERBA and local county drainage authorities/staff to expeditiously implement conservation on county and judicial drainage systems.

**Task A:** Schedule and attend formal and informal business and informational meetings with GBERBA partners

**Subtask 1:** Create and maintain an open dialogue between respective parties for a mutual understanding of drainage law, structure of drainage authorities and implementation and delivery of conservation practices at the county level.

**Subtask 2:** GBERBA staff and drainage staff shall reciprocate attendance at respective party meetings.

**Responsible Parties:** Local County Drainage Authorities, Local Drainage Staff, GBERBA Coordinators, GBERBA/SWCD Staff, and Drainage Engineers

**Task B:** Develop program policies to implement the BMPs on local ditch systems.

**Subtask 1:** Maintain a clear understanding of the needs and requirements of all parties involved to develop a program policy that allows for successful BMP implementation on drainage systems.

**Subtask 2:** Identify a process for establishing criteria for priority project areas.

**Responsible Parties:** GBERBA Coordinators, Local Drainage Staff, Local Drainage Authorities, and GBERBA/SWCD Staff

**Task C:** Develop informational materials outlining the developed program policies to disseminate to local partners.

**Responsible Parties:** GBERBA Coordinators, GBERBA Technicians, and Local Drainage Staff

**Task D:** Develop a project contract.

**Subtask 1:** Outline the process of encumbering funds for projects

**Subtask 2:** Outline the process of disbursing cost-share funds

**Responsible Parties:** GBERBA Coordinators, Local Drainage Staff, Local Drainage Authorities

**Objective 1 Deliverables:** Program policy, informational handouts, partnership agreement document, cost-share contract document

**Objective 1 Timeline:** August 2015 to June 2018

**Objective 1 Cost:** Grant: \$1,650.00

In-Kind: \$1,500.00

Total: \$3,150.00

**Objective 2:** Solicit and acquire projects that fit the policy developed in Objective 1.

**Task A:** Prioritize projects based on need and water quality benefit

**Responsible Parties:** Local Drainage Staff, GBERBA/SWCD Staff, Drainage Engineers

**Task B:** Approve identified priority projects for funding

**Subtask 1:** Drainage Authority reviews and approves prioritized projects for funding

**Subtask 2:** GBERBA Technical committee reviews and recommends projects for funding.

**Subtask 3:** GBERBA Policy board reviews the Technical committee recommendation and approves projects for funding.

**Responsible Parties:** Local Drainage Staff, Local Drainage Authorities, GBERBA Members/Staff, GBERBA coordinators.

**Objective 2 Deliverables:** 25-35 prioritized project locations, with pictures, maps, and project estimates.

**Objective 2 Timeline:** March 2016 to December 2017

**Objective 2 Cost:** Grant: \$9,150.00

In-Kind: \$7,100.00

Total: \$16,250.00

**Objective 3:** Design and engineer best management practices

**Task A:** Adapt existing BMP designs to engineer practices to meet program goals

**Subtask 1:** Work to develop a "cookie-cutter" design that can be implemented in a wide-variety of areas and situations.

**Subtask 2:** Take into account landowner needs when designing the placement of the practice.

**Responsible Party:** Drainage Engineers, Drainage Staff, Technical Service Providers, SWCD Staff

**Objective 3 Deliverables:** Alternative side-inlet design criteria

**Objective 3 Timeline:** April 2016 to December 2017

**Objective 3 Cost:** Grant: \$21,600.00

In-Kind: \$3,000.00

Total: \$24,600.00

**Objective 4:** Implement conservation drainage BMP installation

**Task A:** Construct conservation drainage projects according to design specifications

**Subtask 1:** A certified Technical Service Provider will certify that the completed project was done to approved specifications and submit an as-built as needed.

**Responsible Parties:** Drainage staff, Local Contractors, Drainage Engineers

**Task B:** Certification of completed drainage projects to design specifications

**Subtask 1:** A certified Technical Service Provider will certify that the completed project was done to approved specifications and submit an as-built as needed.

**Responsible Parties:** Drainage Engineers, Technical Service Providers

**Task C:** Approve payment for practice based on pre-determined cost-share rate

**Subtask 1:** Local Drainage Authority reviews and approves payment

**Subtask 2:** GBERBA Technical committee reviews and recommends payment to GBERBA Policy Board

**Subtask 3:** GBERBA Policy Board reviews and approves payment

**Responsible Parties:** Local Drainage Authorities, GBERBA Technical Committee, Policy Board, and Staff

**Objective 4 Deliverables:** 25-35 practices installed

**Objective 4 Timeline:** May 2016 to April 2018

**Objective 4 Cost:** Grant: \$84,000.00

Local Cash Match: \$64,000.00

Federal Cash Match: \$60,000.00

In-Kind: \$0.00

Total: \$208,000.00

**Objective 5: Project Management.**

**Task A:** Submit monthly coordinator reports to GBERBA Technical Committee and Policy Board outlining progress on current grant activities

**Responsible Parties:** GBERBA Technical and Administrative Coordinators

**Task B:** Submit monthly financial reports to GBERBA Technical Committee and Policy Board outlining progress on current grant activities

**Responsible Party:** GBERBA Financial Coordinator

**Task C:** Meet MPCA bi-annual reporting requirements

**Responsible Party:** GBERBA Coordinators

**Task D:** Report on completed projects in Elink

**Responsible Party:** GBERBA Administrative Coordinator

**Task E:** Submit the final MPCA report

**Responsible Party:** GBERBA Staff

**Objective 5 Deliverables:** Written monthly reports, semi-annual reports, and final report.

<b>Objective 5 Timeline:</b>	<b>September 2015 to June 2018</b>
<b>Objective 5 Cost:</b>	<b>Grant: \$20,800.00</b>
	<b>In-Kind: \$2,000.00</b>
	<b>Total: \$22,800.00</b>

**Objective 6: Outreach and Education**

**Task A:** Disseminate the details of the partnership between GBERBA and drainage staff to surrounding regions and organizations.

**Subtask 1:** Reach out to neighboring counties/organizations that may be able to utilize the process that was followed for this grant.

**Subtask 2:** Disseminate any design criteria that were used to develop BMPs.

**Subtask 3:** Reach out to local landowners, state agencies such as Minnesota Dept. of Agriculture, Minnesota Dept. of Natural Resources, University of Minnesota Extension, private drainage consultants/contractors, and other drainage professionals.

**Responsible Parties:** GBERBA Coordinators, GBERBA/SWCD Technicians, County Commissioners, Local Drainage Staff, Local Drainage Engineer.

**Objective 6 Deliverables:** Outreach informational materials, staff availability at outreach events

<b>Objective 6 Timeline:</b>	<b>September 2015 to April 2018</b>
<b>Objective 6 Cost:</b>	<b>Grant: \$10,000.00</b>
	<b>In-Kind: \$10,000.00</b>
	<b>Total: \$20,000.00</b>

**Procedures**

1. Solicit and acquire conservation drainage project(s).

- Work with Drainage Authority or Landowner in identifying eligible conservation drainage BMP.
- Start a Project Log for each contract.
  - A. Technical Authority establishes tracking system for their contracts
  - B. GBERBA – assigns numbering system for Grants- CWP/319-ConsDrain-15-(Co.Number)-(Project #)
- Complete technical assessment and cost-estimate.
- Complete a GBERBA Conservation Drainage Cost-Share Assistance Contract
  - A. Cost-Share available is \$54,000.00 and will be disbursed to Drainage Authorities at 50%. Match required - \$54,000.00
  - B. Cost-Share available is \$30,000.00 and will be disbursed to landowners up to 100% if enough match is generated from EQIP. Match required - \$70,000.00 (EQIP or Landowner Contribution)
- Obtain required signatures on contract (All) \_\_\_ Landowner/Drainage Authority \_\_\_ Technical Representative
- Local board approval (Obtain One ) \_\_\_ SWCD \_\_\_ Drainage Authority \_\_\_ County Board of Commissioners
- Send contract and supporting documentation to the GBERBA Financial Coordinator. \_\_\_ Original Contract \_\_\_ Cost-Estimate \_\_\_ Map
- Approval at the GBERBA Technical Meeting 4<sup>th</sup> Wednesday of the Month (July & November combined 2<sup>nd</sup> Friday)
- Approval at the GBERBA Policy or Executive Board Meeting 2<sup>nd</sup> Friday of the Month
- GBERBA will notify the local authority by email (and letter) of approval to begin construction.
- After BMP installation complete a GBERBA Conservation Drainage Cost-Share Voucher and Practice Certification Form Obtain required signatures (All) \_\_\_ Landowner/Drainage Authority \_\_\_ Technical Representative \_\_\_ Local Board (Same entities as previously signed when initiating contract)
- Send original voucher to GBERBA Financial Coordinator with supporting documentation \_\_\_ Voucher \_\_\_ Itemized Paid Receipts \_\_\_ Permits (if applicable) \_\_\_ As-Builts \_\_\_ Project Log \_\_\_ Map
- Approval at the GBERBA Technical Meeting 4<sup>th</sup> Wednesday of the Month (July & November combined 2<sup>nd</sup> Friday)
- Approval at the GBERBA Policy or Executive Board Meeting 2<sup>nd</sup> Friday of the Month – Check will be disbursed.