

**GREATER BLUE EARTH RIVER BASIN ALLIANCE**  
**FEDERAL SECTION 319 POLICY**

**GBERBA Drainage Partnership Grant**  
**(2015 APPLICATION)**

**APPLICATION:**

The purpose of this project is to develop a framework to implement best management practices (BMPs) on ditches in headwater areas utilizing a partnership between drainage staff and GBERBA. Replacing failing side-inlets with an alternative design can prevent sediment and phosphorus from washing downstream and reduce peak flows by temporarily storing stormwater. Phosphorus is of particular concern for the Lower Minnesota River dissolved oxygen impairment as described in the Lower Minnesota River Dissolved Oxygen Total Maximum Daily Load Report (<http://www.pca.state.mn.us/index.php/view-document.html?gid=7994>). Practices that can reduce non-point delivery of phosphorus including sediment bound phosphorus will not only improve water quality in the Greater Blue Earth River watersheds but in the Lower Minnesota River as well.

Alternative side-inlets (categorized as grade stabilization structures) are an effective alternative to the classical side-inlet pipe. Instead of a horizontal pipe through the spoil bank, alternative side-inlets may utilize a drop structure with a water quality inlet on the surface. The water quality inlet allows water to temporarily pond, decreasing the storm water's sediment carrying capacity and downstream peak flows. By preventing sediment from entering the ditch, costly ditch clean-out projects will be less frequent. This will allow the ditch substrate and banks to stabilize which can generate greater vegetative coverage and fish habitat while increasing the amount of funds available in the ditch fund for future projects that could further increase the quality of the ditch system. The best management practices promoted and installed as a result of this project are consistent with the practices listed in the Lower Minnesota River Dissolved Oxygen Total Daily Maximum Load Implementation Plan (<http://www.pca.state.mn.us/index.php/view-document.html?gid=8001>; pages 17 - 22).

Grant Period Beginning - Ending January 25, 2016 to August 31, 2019.

Grant Cash	\$145,600.00
Cash Match	\$104,000.00
In-Kind Match	<u>\$ 25,600.00</u>
<b>Total Grant</b>	<b>\$275,200.00</b>

**GUIDELINES:**

<b>GBERBA Drainage Partnership Program</b>					<b>GRANT</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>BUDGET TOTAL</b>
<b>PROJECT BUDGET</b>	<b>Cost Category</b>	<b>Cost</b>	<b>Rate</b>	<b>Quantity</b>				
<b>Objective 1 - Partnership Development</b>								
Task A: Partner Meetings								
GBERBA Staff	Coordinators	25.00	Hour	15.00	-	-	\$500.00	\$500.00
	Mileage	Commissioners Rate			-	-	\$300.00	\$300.00
Local Drainage Staff	Technicians	25.00	Hour	10.00	-	-	\$250.00	\$250.00
	Engineer	50.00	Hour		-	-	\$500.00	\$500.00
County Ditch Authorities	Commissioners	30.00	Hour	50.00	-	-	\$600.00	\$600.00
Task B: Program Policies								
GBERBA Staff	Coordinators	25.00	Hour	20.00	-	-	\$500.00	\$500.00
GBERBA/SWCD	Technicians	25.00	Hour	10.00	-	-	\$250.00	\$250.00
Local Drainage Staff	Technicians	25.00	Hour	16.00	-	-	\$400.00	\$400.00
	Administrators	30.00	Hour	20.00	-	-	\$600.00	\$600.00
Task C: Informational Materials								
GBERBA Staff	Coordinators/Technicians	25.00	Hour	10.00	-	-	\$250.00	\$250.00
Task D: Contract Outline								
GBERBA Staff	Coordinators/Technicians	25.00	Hour	10.00	-	-	\$250.00	\$250.00
<b>Objective 1 TOTAL</b>					<b>-</b>	<b>-</b>	<b>\$4,400.00</b>	<b>\$4,400.00</b>
<b>Objective 2 - Solicit and Acquire Projects</b>								
Task A: Prioritize Projects								
County Drainage Staff	Technician	25.00	Hour	60.00	\$800.00	-	\$700.00	\$1,500.00
	Engineer	50.00	Hour	80.00	\$2,300.00	-	\$1,700.00	\$4,000.00
GBERBA/SWCD Staff	Technicians	25.00	Hour	15.00	\$150.00	-	\$225.00	\$375.00
Task B: Contract Approval								
GBERBA/SWCD Staff	Technicians	25.00	Hour	5.00	-	-	\$125.00	\$125.00
<b>Objective 2 TOTAL</b>					<b>\$3,250.00</b>	<b>-</b>	<b>\$2,750.00</b>	<b>\$6,000.00</b>
<b>Objective 3 - Designing &amp; Engineering BMPs</b>								
Task A: Design BMPs								
County Drainage Staff	Technician	25.00	Hour	192.00	\$3,050.00	-	\$1,750.00	\$4,800.00
	Engineer	50.00	Hour	490.00	\$14,500.00	-	\$10,000.00	\$24,500.00
GBERBA SWCD Staff	Technicians	25.00	Hour	20.00	-	-	\$500.00	\$500.00
<b>Objective 3 TOTAL</b>					<b>\$17,550.00</b>	<b>-</b>	<b>\$12,250.00</b>	<b>\$29,800.00</b>
<b>Objective 4 - Implementation of BMPs</b>								
Task A: Construct BMPs								
County Drainage Authority/Landowner Funding					-	\$104,000.00	-	\$104,000.00
Conservation Drainage BMPs					\$104,000.00	-	-	\$104,000.00
<b>Objective 4 TOTAL</b>					<b>\$104,000.00</b>	<b>\$104,000.00</b>	<b>-</b>	<b>\$208,000.00</b>
<b>Objective 5 - Management and Administration</b>								
Task A: Coordinator Reports								
GBERBA Staff	Admin/Tech Coordinator	25.00	Hour	340.00	\$5,400.00	-	\$3,100.00	\$8,500.00
	Financial Coordinator	29.00	Hour	340.00	\$5,400.00	-	\$3,100.00	\$8,500.00

<b>Task B: Semi-annual reports</b>									
	GBERBA staff	Coordinators	25.00	Hour	160.00	\$4,000.00	-	-	\$4,000.00
<b>Task C: Elink reporting</b>									
	GBERBA Staff	Coordinators	25.00	Hour	160.00	\$4,000.00	-	-	\$4,000.00
<b>Task D: Final report</b>									
	GBERBA Staff	Coordinators	25.00	Hour	80.00	\$2,000.00	-	-	\$2,000.00
<b>Objective 5 TOTAL</b>						<b>\$20,800.00</b>	<b>-</b>	<b>\$6,200.00</b>	<b>\$27,000.00</b>
<b>TOTAL</b>						<b>\$145,600.00</b>	<b>\$104,000.00</b>	<b>\$25,600.00</b>	<b>\$275,200.00</b>

**Goal:** Utilize a partnership between GBERBA and Drainage Authorities/Staff to more efficiently deliver conservation and leverage local funds in order to decrease sediment delivery to public water resources via county and judicial ditch systems.

**Objective 1:** Partnership development 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:** Maintain an open dialogue about the interworkings and processes of the respective parties. GBERBA staff and members shall aim to have a general understanding of drainage law the structure of drainage authorities within the GBERB counties. Drainage staff shall aim to have a general understanding of how SWCDs and Counties implement and deliver conservation practices to the landscape.

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

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

**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

**Task D:** Develop a project contract outline that limits ambiguity and is easily interpreted by all parties involved.

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

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

**Responsible Parties:** GBERBA Coordinators and Technicians

**Objective 1 Timeline:** January 25, 2016 to July 31, 2019

**Objective 1 Cost:** In-Kind: \$4,400.00

Total: \$4,400.00

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

**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, GBERBA/SWCD, Drainage Staff

**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/SWCD, GBERBA coordinators.

**Objective 2 Timeline:** March 1, 2016 to March 31, 2019

**Objective 2 Cost:** Grant: \$3,250.00

In-Kind: \$2,750.00

Total: \$6,000.00

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

**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 standardized 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 Parties:** Drainage Engineers, Local Drainage Staff, Technical Service Providers, GBERBA/SWCD staff.

**Objective 3 Timeline:** April 1, 2016 to May 31, 2019

**Objective 3 Cost:** Grant: \$17,550.00

In-Kind: \$12,250.00

Total: \$29,800.00

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

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

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

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

**Subtask 2:** Local Drainage Authority reviews and approves payment based on pre-determined cost-share rate

**Subtask 3:** GBERBA Technical committee reviews and recommends payment to GBERBA Policy Board

**Subtask 4:** GBERBA Policy Board reviews and approves payment

**Responsible Parties:** Local Drainage Authorities, local drainage staff, drainage engineers, GBERBA staff.

**Objective 4 Timeline:** May 1, 2016 to July 31, 2019

**Objective 4 Cost:**

Grant:	\$104,000.00
Cash Match:	\$104,000.00
Total:	\$208,000.00

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

**Objective 5:** Meet management and administration requirements

**Task A:** Project administration including submittal of monthly coordinator reports to GBERBA Technical Committee and Policy Board outlining progress on current grant activities

**Responsible Parties:** GBERBA

**Task B:** Semi-annual reporting and invoicing requirements

**Responsible Party:** GBERBA

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

**Responsible Party:** GBERBA

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

**Responsible Party:** GBERBA

**Objective 5 Timeline:** January 25, 2016 to August 30, 2019

**Objective 5 Cost:**

Grant:	\$20,800.00
In-Kind:	\$6,200.00
Total:	\$27,000.00

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

## **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 \$104,000.00 and will be disbursed to Drainage Authorities at 50%.  
Match required - \$104,000.00
  - 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.