

MSD Project Clear Rainscaping Small Grants Program Contractor Guide

Part of



MSD Project Clear Rainscaping Small Grants Program encourages the public to use simple rainscaping techniques on their properties to reduce the impact of stormwater on the sewer system. The Small Grants Program was started with a model round in 2014, and completed the first full round in 2015. MSD is pleased to continue to offer these Small Grants to property owners in the Rainscaping Program Amer. MSD Project Clear and the Missouri Botanical Garden will work together to assist landowners with their projects.

The Contractor Guide is to be viewed in association with the MSD Project Clear Rainscaping Small Grants Program Application, the Program's Landowner Guide and Participating Contractors List.

<http://www.projectclearstl.org/smallgrants>

www.mobot.org/rainscaping

Email: Rainscaping@mobot.org

Phone: 314.577.0202

Best Practices

The determination of quality performance within the **MSD Project Clear Rainscaping Small Grants Program** will aim to be consistent with professional landscaping guidelines and general industry best practices. We expect all Participating Contractors to use best industry practices and professional guidelines to maintain best practices.

Contractor Categories

NOTE: Contractor Involvement implies all Professionals assisting landowners – designers, landscape architects, and installers. Participating Contractors will be listed with category of service(s) provided, according to these four categories. Contractors may apply for one or more designations.

Landscape Design or Landscape Installation or Rainwater Harvesting or Green Roof Company

Licensing and Professional Requirements

Contractors that meet the eligibility requirements and have been approved will be presented on the program website as a **Participating Contractor in the MSD Project Clear Rainscaping Small Grants Program.**

To participate in projects that can be funded by the program and to be pre-qualified as a participating contractor and maintain good standing with the Program, every company must submit a Contractor Application that fulfills the licensing and professional requirements as set forth in this guide including a program orientation.

Basic Requirements:

- a. Formed and operating as a duly registered business in the State of Missouri and provide copies of licenses with the Contractor Application (as applicable).
- b. Insurance Requirements – Provide Certificate of Insurance with Missouri Botanical Garden listed as certificate holders and additional insured (except for Worker’s Compensation).
 - a. Worker’s Compensation Insurance (\$500,000)
 - b. General Liability Insurance (\$1,000,000/occurrence;\$2,000,000 aggregate)
 - c. Commercial Automobile Insurance (\$1,000,000)
- c. Program Orientation – ensure at least one staff member attends a 1.5 hour Program Orientation – these Orientations are offered one time for each round.
- d. Respond to ongoing reporting and quality assurance requests by program staff
- e. Staff must be trained with experience on proper installation of appropriate rainscaping features
- f. Agree to all requirements and submit signed Contractor Application

Quality Control and Ground Truthing

Every project will be monitored for full compliance with proper installation of rainscaping features, with the following minimum metrics collected and periodically evaluated to assess contractor and project performance: Project approval rates; landowner feedback on quality; landowner feedback on relations. Additionally, all projects are eligible for site visits to gather further data and to pursue ground truthing. Several projects will be selected for case studies on the website to further promote rainscaping.

To ensure no appearances of conflict of interest, grants are not eligible for employees of Metropolitan St. Louis Sewer District, or Missouri Botanical Garden. All completed projects done for family members or employees of the installing contractor(s) will be flagged for full on-site Quality Control and Ground Truthing inspections.

Termination/Probation

Participating Contractor performance will be reviewed periodically for continued participation in the MSD Project Clear Rainscaping Small Grants Program. The Program can terminate the opportunity for contractor participation at any time based on derogatory findings, prolonged lack of activity, or other considerations.

Inclusion on the MSD Project Clear Rainscaping Small Grants Program – Metropolitan St. Louis Sewer District and Missouri Botanical Garden take rainscaping design seriously and expect the contractors to as well. Program staff will monitor applications containing seriously inappropriate rainscaping designs or feature suggestion recommendations by contractors. When individual contractors are associated with three or more such seriously inappropriate recommendations (without acceptable explanations) they may be removed from the program, any applications they are associated with may be declined (whether pre-approved or not), and the companies/individual contractors may be reported to the Better Business Bureau.

Exceptions

MSD Project Clear Rainscaping Small Grants Program administrators can approve reasonable exceptions to written policies on a rebate-by-rebate basis.

Contractor Application

For a contractor to be considered a **MSD Project Clear Rainscaping Small Grants Program Participating Contractor**, an application and supporting documentation must be submitted to MBG’s EarthWays Center for review and approval. The Contractor Application can be downloaded from <http://www.projectclearstl.org/smallgrants>. There are no fees associated with becoming a Participating Contractor. Once a company is approved and maintains all requirements they will remain a Participating Contractor throughout the entire program.