

# Landowner Guide

## MSD Project Clear Rainscaping Small Grants Program 2018-19 Round

### Program Parameters

---

Eligible Entities	Landowners may only submit for property WITHIN the Rainscaping Small Grants Program Area (see map at <a href="http://www.projectclearstl.org/programarea">http://www.projectclearstl.org/programarea</a> ) - includes homes, schools, churches, government entities and businesses. Grants are not eligible for employees of Metropolitan St. Louis Sewer District, or Missouri Botanical Garden.
Small Grants Period	The Small Grants Program 2018-19 Round will run from May 2018 through May of 2019 with a Fall and Spring planting season.
Site Size Limits	Landscaping projects converting established lawns or pavement or restoring woodlands, and permeable paver projects, must combine to be at least 100 square feet in size (gallons will be considered the equivalent of a square feet for rain barrels). Green roof projects have no size limits.
Project Time Constraints	Only projects installed after the Small Grants Application Notice to Proceed email is received after September 10, 2018 and within Small Grants Project timeframes will be considered. Landowner agrees to maintain the design feature for a minimum of five years. See timeline below.
Reimbursement Guidelines	Projects are 100% reimbursable up to a maximum of \$3,000 per grant for documented design/installation/materials costs. Maintenance costs are the responsibility of the landowner. Paid receipts are preferred if not electing Advanced Payment Method, and a follow-up site visit will be done to verify installation prior to reimbursement. If contractor fees are included in grant request, they must be from a Rainscaping Small Grants Participating Contractor. Up to one-third of the grant amount may be eligible for advanced payment with detailed documentation. Eligibility for advanced payments will be evaluated on a case-by-case basis.
Plan Requirements	For landscaping features, a Planting Plan is required with information on plant species, container size, number of plants and planting densities, plant material source, soil amendments to be used, and maintenance plan. Native plants are preferred but not required. A two inch mulch layer is required where appropriate to inhibit weed growth, prevent soil loss, and retain moisture.
Eligible Improvements	Features must improve Rainscaping functions of the land. See <i>Eligible Improvements List</i> for options. <i>Design goals are to retain stormwater on site</i> - the primary evaluation criteria.
Contractor Involvement – Includes all Professionals assisting land-owners: designers, landscape architects, and installers	Landowners can act as their own contractor. However seeking advice of professionals is another option. If a landowner uses a contractor they must be a <i>Participating Rainscaping Contractor in order for labor to be expensed, if you have a contractor that would like to apply to the Rainscaping Small Grants Participating Contractor list, they must contact the Rainscaping Hotline at (314) 577-0202 or <a href="mailto:rainscaping@mobot.org">rainscaping@mobot.org</a> by July 9<sup>th</sup>, 2018.</i> Grants are given to the landowner – participating contractors should provide invoicing and receive payment as they do regularly. Contractors wishing to help landowners must follow the guidelines in this document and the Rainscaping Small Grants Application to become a <i>Participating Contractor.</i> <i>Metropolitan St. Louis Sewer District and Missouri Botanical Garden lists Participating Contractors but DO NOT certify the technical expertise of contractors participating in the program.</i>

## Eligible Improvements List

Eligible Improvements reflect available strategies and measures that are eligible for the Rainscaping Small Grants Program. In general, projects must retain stormwater on the site to reduce the volume of stormwater entering the combined sewer system.

Rainscaping Feature Design	
Project Clear Rainscaping Small Grants Program Participating Contractors can help you identify the best opportunities for rainscaping features on your land and can also assist with installation of the features. The costs of the design and installation are eligible for consideration (up to program limits) for grants.	
Review all program requirements for the MSD Project Clear Rainscaping Small Grants Program. There are limits to location, features, and costs. Municipal ordinances and/or MSD requirements must be followed where applicable. Further details can be found at <a href="http://www.projectclearstl.org/smallgrants">http://www.projectclearstl.org/smallgrants</a> and <a href="http://www.mobot.org/rainscaping">www.mobot.org/rainscaping</a> .	
Landscaping Features	
Landscaping plan must remove and/or replace a combined minimum of 100 square feet of established lawn, bare ground, invasive species, or pavement. <b>Re-landscaping of existing landscaped areas is not allowed.</b>	
<b>Rain Garden – Native Soil Type</b>	A properly performed percolation test must be conducted prior to rain garden installation. Minimum test results: 0.25in/hr. An appropriately installed rain garden includes plants with robust root structures, mulch, optional soil amendments, a way to pond water, <b>and consideration for how and where water will flow in and out of the rain garden.</b> Grade, a down spout, or a bioswale must be bringing water to the rain garden to be considered a rain garden as opposed to a lawn alternative. A basin of 4" must be present. No sand or "Rain Garden Mix" may be used in a Native Soil Rain Garden.
<b>Rain Garden – Engineered Bioretention Type</b>	In bioretention rain gardens, existing soil is completely removed and replaced with high sand content "Rain Garden Mix" and usually includes an underdrain. Metropolitan St. Louis Sewer District bioretention design specifications must be followed, and an over the counter MSD permit is required. Landowners should contact MSD's Engineer of the Day at 314-768-2705 prior to submittal.
<b>Lawn Alternatives</b>	Lawn alternatives, including trees, shrubs, perennials, and groundcover, replacing existing turf grass can be installed instead of a rain garden where a percolation test shows poor drainage. Lawn alternatives must include plants with robust root structures, approved soil amendments, and mulching.
<b>Bioswales</b>	A bioswale is designed to slow down the speed of the water, use plants to increase absorption of the water into the soil, and guide the water to another location such as a rain garden or other rainscaping feature.
<b>Woodland Restoration</b>	Woodland restoration projects must include both invasive species removal and appropriate tree and groundcover replacements to be eligible. There must be an existing woodland present.

Plant Based Strategy Supplements	
These strategies may be incorporated to supplement the above features. But will not count for significant points outside of the total feet of the strategy.	
<b>Soil Amendments</b>	Mulches are spread on top of the soil. Approved mulches are shredded bark, shredded hardwood bark, wood chips, shredded leaves, or a compost layer on top of the soil. Gravel or stone may be substituted for organic mulch where water flows rapidly into or out of rain gardens or bioswales. Soil amendments sometimes includes material turned into the soil such as silt loam topsoil, well-aged compost, calcined clay, expanded gypsum or shale, and/or mycorrhizal inoculants. Soil aeration is another option. Sandy loam topsoil, sand, and "Rain Garden Mix" are not eligible soil amendments.
<b>Rock Weirs</b>	Rock weirs may be included in a bioswale or other rainscaping feature and are used to slow down the velocity of the water on a hillside.
<b>Compost Filter Socks</b>	Compost filter socks may be used to slow down the speed of the water on a hillside, be seeded or planted, be stacked to form a living wall, be backfilled with soil and plantings to form mini-terraces on difficult-to-plant hillsides, be used as a rain garden berm, or be employed in sensitive areas (such as a woodland) instead of a rain garden, where digging might damage tree roots.
Rainwater Harvesting Features	
Rainwater Harvesting captures rainwater and stores it for reuse. The maintenance plan must include use of the water.	
<b>Rain Barrels</b>	Larger rain barrels are viewed more favorably than smaller ones, but all sizes above 50 gallons are accepted.
<b>Cisterns</b>	Care should be taken to design and install cisterns appropriately.
Other Features	
<b>Green Roofs</b>	Green roofs are eligible for MSD Rainscaping Small Grants Program and have no minimum size requirements. <b>A licensed professional engineer does need to inspect and verify (with a sealed letter) that the roof can structurally support the weight of the green roof as well as the water the roof will take on in a rain event.</b>
<b>Permeable Pavers</b>	Permeable pavers allow rain water and stormwater to permeate through the cracks and gravel spaces into the soil, reducing the amount of runoff from a particular surface such as a walkway, driveway, or patio. To be eligible, the permeable pavement area must have multiple layers of various sizes of rock as a base strategy of a minimum of 8" deep and must replace non-permeable pavement. <b>Information must be provided regarding the base strategy and layers beneath the pavers.</b> Additionally, a percolation test is recommended for this strategy.
<b>Additional Rainscaping Strategies</b>	The MSD Project Clear Rainscaping Small Grants Program is willing to evaluate alternative rainscaping features that are not already covered within this list of eligible measures, provided they include best management practices that are proven and tested to be reliable.

Ineligible Features	
<b>Yard Management</b>	The purchase of materials such as de-icing alternatives to salt is not eligible for grants.
<b>Lawn Care</b>	Lawn care actions such as aeration are not eligible for grants, except as described under Soil Amendments.
<b>Annual Plants and Vegetable Gardens</b>	Annual plants, including vegetables gardens, are not eligible for grants.
<b>Compost Bins/Piles</b>	Although amendment with compost is encouraged within rainscaping features, the compost bins themselves do not retain rain water, and are therefore not eligible for grants.
<b>Maintenance of Existing Features</b>	All funding is for rainscaping features installed after the “notice to proceed” has been received by an applicant.
<b>Aesthetic rock and Boulder costs</b>	If retaining walls, large boulders, or other decorative rock that is deemed non-functional to the rainscaping feature is included we will enforce a 10% aesthetic rock limit to the award. The remaining rock cost will have to be matched by the landowner.

## Small Grants Application Process for Landowners

This program is designed to allow flexibility in options and timing for expanding rainscaping options in the Rainscaping Program Area. The following steps are the *typical* process for a landowner:

- 1. ATTEND REQUIRED LANDOWNER ORIENTATION:** Landowners must attend a landowner orientation during the current (2018-19) or prior (2017-18) program year to learn of program parameters and requirements. Orientations are three hours long and are held at MSD’s Headquarters, unless otherwise noted. **Advanced registration is required.** Go to <http://www.projectclearstl.org/smallgrants> for more details and to register online.
- 2. CONSULT WITH PARTICIPATING CONTRACTORS:** The program suggests getting bids from up to three participating contractor companies – however, competitive bids are not required to participate in the program. To be considered a Rainscaping Small Grants Program Participating Contractor, these companies must comply with certain program requirements such as possession of a business license, proof of insurance, and attendance at a required orientation. Landowners can act as their own contractors but using trained professionals may help you accomplish your goals. Consult with the contractors you’ve chosen to obtain rainscaping options for your land and obtain bids for the services to provide you with your chosen options. Participating Contractors are listed on the website with contact information and category of service provided (Designer and/or Installer). *Metropolitan St. Louis Sewer District and Missouri Botanical Garden lists Participating Contractors but DO NOT certify the technical expertise of contractors participating in the program.*
- 3. COMPLETE AND SUBMIT SMALL GRANT APPLICATION FORM:** Landowners complete the Small Grant Application form contained within the Rainscaping Small Grants Program Guidelines. This requires decisions on the following: type of rainscaping features to be installed; plants to be included; tests to conduct; strategies to select; determination of site features; budget; outreach options; and landowners will also have to include a landscape drawing with the potential features, a photo(s) of the exact future locations of chosen rainscaping features, a maintenance plan and documentary of Dig Right survey. Decisions are

best made in consultation with one or more Participating Contractors for the Rainscaping Small Grants Program. Participating Contractors are independent businesses and therefore will charge the landowner fees for their involvement. These fees can be included in the total bids submitted with the application. However, any design fees will only be reimbursed if the project is accepted. Installation fees should not be incurred until after the project has been accepted.

**Also, landowners are responsible for paying Participating Contractors in a timely manner.**

Generally, grant payments will come after the project is fully completed and evaluated, well after due dates for completed contractor work. See #6 below for Advanced Payment Request potential.

**4. APPLICATION REVIEW PROCESS:** Funds are limited; therefore there is no guarantee that everyone that submits a qualifying application will receive a grant. Only completed applications with appropriately designed projects will be considered. The Rainscaping Small Grants Team will review and score all applications. It is estimated that approximately 45-60 projects will be funded in the each Round. Evaluations will determine the projects chosen for funding. Every project must meet the primary goal of retaining stormwater on the site. Priority will be given to projects that meet one or more of the following criteria:

- a. Large amount of stormwater managed
- b. High percentage of native plants
- c. Appropriate design
- d. Cost effective solutions
- e. Appropriate maintenance plan
- f. Location accessible for public viewing or available for other outreach efforts

**5. RECEIVE AWARD NOTIFICATIONS:** See Rainscaping Small Grants Program Time Frame on Page 7 for notification dates. Applicants will be contacted via email regarding whether their project:

- a. will be funded
- b. may be funded pending confirmation of information
- c. has been waitlisted
- d. will not receive funding

Those who are funded will be presented with:

- e. Project Agreement Form
- f. Advanced Payment Form
- g. Project Completion Packet

Those who need to confirm additional information will be notified and followed up with at a later date.

**6. RETURN PROJECT AGREEMENT FORM:** Via email or mail

**7. RECEIVE A NOTICE TO PROCEED:** Landowners will receive a Notice to Proceed via email after their Project Agreement Form has been received. **NO INSTALLATION WORK SHALL BEGIN UNTIL THE LANDOWNER HAS RECEIVED A NOTICE TO PROCEED.**

**6. REQUEST ADVANCED PAYMENT:** MSD wants to make it as easy as possible for you to participate. Therefore, we can make advanced payment for up to 1/3 of grant amount

- a. If a Participating Contractor is involved, payment will be in the form of a dual check to the landowner and contractor. Landowner will sign the check and then give to the Participating Contractor.

- b. If doing the work yourself (DIY), advanced payment will be based on detailed list of materials, advertised or quoted cost, and supplier where materials will be purchased or rented.

**7. COMPLETE PROJECT WORK:** 2018-2019 Round Projects must be completed within two growing seasons of Notice to Proceed in the Fall of 2018 or Spring of 2019. This allows time for the variety of project types to be installed and/or implemented.

**8. SUBMIT PROJECT COMPLETION FORM:** Once work is completed the landowner must submit a signed Project Completion Form. Landowners will receive instructions on completing this packet. See Rainscaping Small Grants Time Frame chart below for final due dates.

As part of the Project Completion, the landowner will include reimbursement information.

- a. When Participating Contractor is involved:
  - i. The landowner submits the paid invoice from the Participating Contractor as well as any other applicable receipts, or
  - ii. MSD wants to make it as easy as possible for you to participate. Therefore, we are willing to make payment based on the **unpaid contractor invoice**, as opposed to requiring a paid invoice. **IMPORTANT:** Participating Contractors are not obligated to wait for final payment to participate in the program. It is the landowner's responsibility to discuss this with the contractor and it is strongly recommended to get their agreement in writing. Payment is estimated to be mailed **fourteen weeks** after receipt of the correctly completed Completion Packet. IF delayed payment has been agreed to, the landowner submits the unpaid contractor invoice with their Project Completion Form. MSD will issue a dual check UP TO THE AMOUNT OF THE GRANT. Any additional amount over the grant dollars will be the landowner's responsibility. Landowner will sign the check and then give to the Participating Contractor.
- b. For DIY projects, the landowner submits receipts for ALL materials/equipment purchased or rented for the project.

**9. QUALITY CONTROL (QC)/GROUND TRUTHING WORK:** Once the Project Completion Form is received a site visit will be planned to confirm proper installation of features and to collect final data. Concurrently, the Project Completion Form will be reviewed to ensure all information is included. Landowners should expect to receive a call to schedule the site visit within six weeks of submittal of Project Completion Form.

**10. GRANT PAYMENT PROCESSED:** Once the QC/Ground Truthing is completed, data has been collected, and the Project Completion Form has been verified, then grant payments will be issued to landowners. Program estimates are for payments to be mailed from MSD offices approximately fourteen weeks from receipt of Project Completion Form.

## Quality Control, Ground Truthing and Maintenance Support

---

Every project will be monitored for full compliance with proper installation of Rainscaping features, with minimum metrics collected and periodically evaluated.

Additionally, all projects are eligible for site visits to gather further data and to pursue ground truthing. Several projects will be promoted in case studies on the website to further promote rainscaping.

Maintenance support will be available up to one calendar year from the Completion Packet Due Date. Activities may include workshops, to train landowners on basic concepts; some site visits, to advise on specific maintenance actions; and support through the rainscaping hotline and email.

*To ensure no appearances of conflict of interest, employees of Metropolitan St. Louis Sewer District and Missouri Botanical Garden are not eligible for grants. 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.*

## Project Clear Rainscaping Small Grants Program Time Frame

	<b>Full Round</b>
<b>Applications Available</b>	June 9, 2018
<b>Contractor and Landowner Orientations</b>	June 2018
<b>Grant Applications Due</b>	August 1, 2018
<b>Project Notifications Out</b>	Week of September 10, 2018
<b>Planting Time</b>	Fall 2018 and Spring 2019
<b>Project Receipts and Completion Forms Due</b>	No later than May 11, 2019
<b>Quality Control/Ground Truthing/Completion Forms Processed</b>	Within 6 weeks of receipt of Project Completion Forms
<b>Grant Funds Dispersed to Landowners</b>	Within 14 weeks of receipt of Project Completion Forms
<b>Maintenance Support Available to Landowners</b>	Through May 2020

## Application Assistance

- A. The following information can be found at <http://www.projectclearstl.org/smallgrants/>:**
- a. **a Rainscaping Small Grants application form**, interested applicants can download a form from the Project Clear website at Applications are also available at MSD’s headquarters at 2350 Market Street or at Missouri Botanical Garden’s Commerce Bank Education Building at 4651 Shaw Boulevard.
  - b. **an interactive Program Area Map**
- B. The following information can be found at [www.mobot.org/rainscaping](http://www.mobot.org/rainscaping):**
- a. **The different types of Rainscaping features you may choose to install**
  - b. **Plant types, numbers and spacing** - Under the “How to RainScape” section is a link called “**Select Plants**”
  - c. **Percolation test** instructions

- d. **An example landscape drawing and graph paper** - You may also submit more than one drawing in your application. For example, you may want to provide an overall site map with all the buildings and features on your property, and you may want to provide an additional drawing with more details about your Rainscaping feature.
  - e. **An invasive species list**
  - f. **Plus additional Rainscaping Resources**
- C. **To determine improvements eligible for funding**, see pages 3-4 of this document.
- D. **To calculate the amount of mulch you will need for your project**: go to St. Louis Composting's "cubic yard calculator": <http://stlcompost.com/cubic-yard-calculator/>.
- E. **For price estimates of plants**, you'll want to call any or all of the local independent garden centers. A list of local retail garden centers and nurseries (with contact info) can be found at: <http://grownative.org/resource-guide/plants/>.
- F. **To help design a maintenance plan** see rain garden maintenance guidance at <http://www.missouribotanicalgarden.org/sustainability-conservation/sustainable-living/at-home/rainscaping-guide/design-and-build-a-rain-garden/maintain.aspx> or <http://www.missouribotanicalgarden.org/Portals/0/Shaw%20Nature%20Reserve/PDFs/horticulture/NLM%20Ch4.pdf>.
- G. **To locate underground utility lines on your property** (to denote in your landscape drawing) call 1.800.344.7483 (DIG-RITE). Missouri law requires that a location request be placed before beginning any excavation. The utilities should respond to your request within 3 working days by:
- a. Marking the approximate location of their facilities or
  - b. Notifying you that they have no facilities in your dig site area.

After confirming utility response, you can then proceed with your excavation avoiding damages. More details can be found at: <http://www.mo1call.com/>.

## Exceptions

---

**Project Clear Rainscaping Small Grants Program** administrators can approve reasonable exceptions to written policies on a grant-by-grant basis. Administrators also have the right to deny any project or application if they do not meet project guidelines.



MISSOURI  
BOTANICAL  
GARDEN