

# Contractor Guide

## MSD Project Clear Rainscaping Small Grants Program

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*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.*

### Best Practices

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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

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**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 five categories. Contractors may apply for one or more designations.

- (1) Landscape Design – please note if Landscape Architect is doing the design work
- (2) Landscape Installation
- (3) Rainwater Harvesting
- (4) Hardscaping includes: Permeable Pavers or Porous Concrete/Asphalt
- (5) Green Roof Company

### Licensing and Professional Requirements

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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 the Contractor Application including a program orientation.

### Contractor Application

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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 by opting in at the beginning of each round.

### Termination/Probation

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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

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