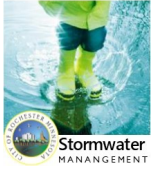


# Realize Rain Gardens Rochester

Keeping  
it Clean



## Keeping it Clean in Rochester

### Introduction:

The City of Rochester is providing a 50% cost-share grant up to a maximum of \$750 per project for a limited number of community demonstration rain gardens. Applicants for the Community Cost-Share Grant must be non-profit organizations located within the city limits with the ability to reach large audiences. Recipients of the Community Cost-Share Grant Award are unable to apply for a stormwater fee credit for the co-funded rain garden. A rain garden that is funded by this grant must be a tool that will help others learn about rain gardens and encourage people to create their own rain garden. Therefore, grant recipients must agree to these educational efforts:

1. Place a *Realize Rain Gardens Rochester* sign in the rain garden.
2. Attend a Rain Garden Party Host Training and Host a Rain Garden Party for your friends, families, or neighbors.
3. Register your rain garden and submit photos for the City's *Realize Rain Gardens Rochester* webpage.
4. Allow the site to be published on the *Realize Rain Gardens Rochester* location map and allow the public to view your rain garden.
5. Serve as a community resource to promote rain gardens, pollution prevention activities, and other events.
6. The project will be registered as a demonstration and education site and will be easily accessible for viewing by the public. The public will be able to recognize the rain garden as a registered site by the placement of a *Realize Rain Gardens Rochester* sign and its presence on the *Realize Rain Gardens Rochester* location map. The participant must agree to publicity, either by the City or by local media outlets. All publications, publicity, and methods or techniques developed as part of the project shall become the property of the City for use at its discretion.

### Applications and Project Awards:

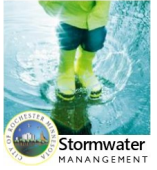
Applications will be accepted January 1 - May 1, 2019 for projects to be installed in the 2019 growing season. Applicants will be asked to identify their likely planting period. Applications will consist of a completed application documents and signed agreement form. A signed agreement does not guarantee a grant award. If selected, you will receive a grant award letter. It is the responsibility of the applicant to keep copies of all submitted documents on file. Incomplete applications will not be considered for funding. Please be sure to provide all the information requested and write legibly. If you have questions, contact the Rochester Public Works Department at 507-328-2440 or [stormwater@rochestermn.gov](mailto:stormwater@rochestermn.gov).

Proposals post-marked or delivered to the Public Works office on or before May 1 will be reviewed together and ranked according to the criteria listed in this document. Cost-share grants will be awarded to the highest ranked projects. The number of awards given is dependent upon available funding; a combined total of 7 residential, community, and school rain garden grants are anticipated for 2019. The recipients of the Residential Cost-Share Grant will be notified by the end of May.

Applicants must maintain the project for a minimum period of five (5) years. Cost-share grant recipients must also authorize access by City staff to inspect the project and submit photos of pre-project conditions, construction activities, post-construction conditions, and annually thereafter for five years to document the on-going success of the project.

# Realize Rain Gardens Rochester

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## Keeping it Clean in Rochester

### Eligibility and Ranking Criteria:

The following criteria are the minimum eligibility standards and must be met for the application to be considered:

1. The proposed project is within Rochester's city limits on a non-residential parcel.
2. The project is not a best management practice that is required as a condition of development or to satisfy other regulatory requirements.
3. The budget and rain garden plan are reasonable and the rain garden will be installed the growing season immediately following the award notice.
4. The project proposer enters into an Agreement with the City to maintain the project for five years and other listed terms.
5. The project will reduce stormwater runoff by a quantifiable amount, thereby improving water quality.
6. Hardy perennial plants will dominate the planting. Natives or their cultivars originating within 200 miles of Rochester are recommended.
7. The project will be registered as a demonstration and education site and will be easily accessible for viewing by the public. The public will be able to recognize the rain garden as a registered site by the placement of a *Realize Rain Gardens Rochester* sign and its presence on the *Realize Rain Gardens Rochester* location map. The participant must agree to publicity, either by the City or by local media outlets. All publications, publicity, and methods or techniques developed as part of the project shall become the property of the City for use at its discretion.

A selection committee consisting of *Realize Rain Gardens Rochester* assistants will review the applications and select the grant recipients each year. The following criteria (not listed in any order of priority) will be utilized by this committee to evaluate the applications:

1. Proximity to impaired waters
2. Ability to help address localized flooding issues
3. Amount of impervious surface area treated by the rain garden
4. Proximity to existing demonstration rain gardens and distribution throughout the City
5. Visibility and effectiveness for rain garden promotion
6. Neighborhood demographics
7. Creativity of design and application of appropriate design basics
8. Diversity of plant species and degree to which native plants and their cultivars are used
9. Presence or absence of other stormwater treatment best management practices serving the location
10. Cost per square foot
11. Length of time expected to stay at residence
12. Other unique features as presented by the applicant

# Realize Rain Gardens Rochester



## Keeping it Clean in Rochester

### Eligible Expenses:

This cost-share program will reimburse up to 50% of project expenses up to a maximum of \$750.

The following items are eligible costs:

1. Native perennial plants, seeds, or live stakes (initial planting only) or native cultivars
2. Shredded wood mulch
3. Soil amendments that increase infiltration capacity
4. Materials to connect the impervious area runoff to the rain garden
5. Labor and equipment rental costs

Do not start construction of your project until receipt of a Grant Award Letter from the City. **COST SHARE FUNDING IS A REIMBURSEMENT for documented costs occurring AFTER the notification of grant award.** After all program requirements have been met and approved, including a site visit to verify project completion and success, a request for reimbursement may be made.

The reimbursement request must include:

- Receipts for materials and services purchased
- An itemized list of donated materials and their value needs to be provided
- The number of hours of labor (documented in the activity log)

Before the reimbursement is granted, participants must have submitted a completed *Realize Rain Gardens Rochester* Registration Form. All reimbursement requests for projects completed within a fiscal year must be submitted no later than December 31 of that year. Reimbursement requests are typically processed within 30 days of receipt. Costs incurred before the project was approved will not be reimbursed.

### Application Guidelines:

Please write legibly on all forms. Please submit pages 4 – 10. Hard copy submission materials must be no larger than 8.5" x 11" in size and single sided. Digital applications are accepted. Pictures may be submitted digitally on a CD or as a hard copy no larger than 8.5" x 11" in size. Remember to keep a copy for your files.

Please submit your complete application to:

stormwater@rochestermn.gov

OR

Rochester Public Works Department

201 4th Street SE, Room 108

Rochester, MN 55904

Re: RRR Cost-Share Grant Application

# Realize Rain Gardens Rochester

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## Realize Rain Gardens Rochester Application Form



1. Name of Organization \_\_\_\_\_
2. Organization's address \_\_\_\_\_
3. Contact Individual \_\_\_\_\_
4. Contact's phone number \_\_\_\_\_ Email \_\_\_\_\_
5. Proposed installation start date (can be approximate) \_\_\_\_\_
6. How did you hear about the Cost-Share Grant program? \_\_\_\_\_
7. Explain why you think your site would be a good location for a demonstration rain garden (including any current water issues on your property) and why you should receive a 50% cost share grant to help install it.

7. My rain garden is (check one):

Contractor-designed

Self-designed

8. Rain gardens need weeding, watering, and mulching to preserve their health and function. At a minimum, you will need to cut or pull dead vegetation each spring and weed it 2 to 3 times per growing season. Check which box indicates your maintenance plan:

Contracted Maintenance

Self-maintained



## Keeping it Clean in Rochester

9. Does the proposed location meet the following criteria? (Check box if yes.)

- Garden is at least 10' from buildings, including those on neighboring properties
- Garden is not over buried utilities (electric, phone, cable, storm sewer, sanitary sewer, water)
- Garden is not over septic system
- Slope < 12% (12' rise over 100' distance)

10. The size of a rain garden depends on how much space is available on your grounds and how much water you can capture. Learn how to calculate the size of a rain garden by practicing with “Conducting a Percolation Test” and “Calculating the Size of a Rain Garden” (supplemental document pages 4-8).

What impervious areas do you plan to capture water from? (Check all that apply.)

Drainage Area	Area in square feet
<input type="checkbox"/> Building roof—describe which portion(s):	
<input type="checkbox"/> Garage roof—describe which portion(s):	
<input type="checkbox"/> Driveway—describe only the portion(s) that slopes to the rain garden:	
<input type="checkbox"/> Patio	
<input type="checkbox"/> Other—please describe:	
<b>Total Drainage Area</b>	

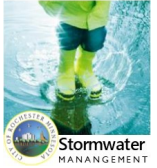
11. Rain garden area and depth should be based upon the size of the drainage area you intend to serve (see #10) and the infiltration rate of the site. The depth of a rain garden should equal the number of inches per day that will infiltrate based on your percolation test. (Supplemental Document pages 4-8)

- Percolation test results: \_\_\_\_\_ inches per hour.
- Rain garden depth: \_\_\_\_\_ inches (same as “x” in percolation test results)
- Rain garden area: \_\_\_\_\_ ft<sup>2</sup>

*If the infiltration rate is less than 2 inches per hour, it is recommended that you amend your soil with a mixture of 75% sand and 25% compost and/or increase the depth of your garden.*

# Realize Rain Gardens Rochester

Keeping it Clean



## Keeping it Clean in Rochester

12. Check how you plan to excavate the soil and what you will do with the excess soil.

Excavation Method	Soil Use
<input type="checkbox"/> Shovel	<input type="checkbox"/> Use for berm around garden
<input type="checkbox"/> Mini-backhoe	<input type="checkbox"/> Use or store elsewhere on site
<input type="checkbox"/> Haul off site	<input type="checkbox"/> Other:

13. Estimate the number of plants you intend to purchase for your rain garden using the spacing guidelines noted below. Native plant species or their cultivars that originate within 200 miles of Rochester are recommended. See the Native Flowers, Shrubs and Trees for Yards, Rain Gardens & Shorelines pages for suggested species (. Feel free to attach additional pages for your plant estimates.

Spacing Guidelines	
Plugs	12"-15" spacing (therefore, ~100 plants/100 square feet of garden)
2"- 4" Pots	15"-18" spacing (therefore, ~56 plants/100 square feet of garden)
6"+ Pots	Spacing depends on species
Shrubs	Spacing depends on species

Plant Species	Number of Plants	Price Each	Price Total
<b>Grand Total =</b>			

# Realize Rain Gardens Rochester

## Keeping it Clean in Rochester

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14. Sketch your proposed rain garden plan below (or attach a separate sheet) giving approximate dimensions, showing its relationship to your home and street, property lines, and noting the plant types you plan to use in each area.\* Sketches must include the distance from all buildings, including those on neighboring properties that are within 100 feet of the proposed rain garden. For examples see “Sample Rain Garden Plans” (Supplemental Document Page 9). Be sure to avoid planting within utility and drainage easements and road right-of-way areas. \*The number of plants of each species is estimated in #13.

# Realize Rain Gardens Rochester

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## Keeping it Clean in Rochester

15. Estimate labor costs using the table below.

Planning	
Locating site, garden design and percolation test	\$100.00 reimbursable costs
Garden Construction	Time Estimate (in hours) = (rain garden size in ft <sup>2</sup> x 3 minutes per ft <sup>2</sup> ) divided by 60 minutes
Sod Removal	
Soil excavation	
Soil amendment	
Planting	
Mulching	
Weeding	
Other:	
<b>Total Hours =</b>	

Labor Cost = \_\_\_\_\_ x \$50/hour + \$100 = \$ \_\_\_\_\_  
 (Total # of hours)      Construction Labor      Planning Allotment      Total Labor Estimate

16. My rain garden will be installed by (check one):      Me      A Contractor

17. Materials Estimates: please estimate the materials costs using both tables below.

Material	Unit Costs	Size (ft <sup>2</sup> )	Cost per ft <sup>2</sup>	Multiplier	Cost
Soil amendment, if needed (compost, sand, and peat moss mixture)	\$0.15 per ft <sup>2</sup> at a depth of 1 inch		\$	Depth of amendment in inches =	\$
Shredded hardwood mulch	\$0.25 per ft <sup>2</sup>		\$	1.0	\$
Method for Water to Enter the Garden (check those that apply)		Materials and Amount (Give size and quantity)			Cost
<input type="checkbox"/> Extended downspout					\$
<input type="checkbox"/> Buried or overland pipe or drain tile					\$
<input type="checkbox"/> Across lawn		N/A			\$
<input type="checkbox"/> Vegetated swale					\$
<input type="checkbox"/> Dry creek (rock, no plastic liner)					\$
<input type="checkbox"/> Stone or concrete spillway					\$
<input type="checkbox"/> Other (list):					\$

**Total Materials (add all amounts in the last column) = \$ \_\_\_\_\_**





## Keeping it Clean in Rochester

18. Cost Totals: Please add all materials totals to determine the cost of your rain garden per square foot.

Cost Totals	Total
Plant Materials	\$
Labor (Planning and Construction)	\$
Materials	\$
Total Cost	\$

\*Cost per square foot will be one criteria used to select grant recipients. Grant reimbursements will be based on actual costs, as verified by receipts and log book record of labor and material expenditures, not to exceed per grant request.

19. I, or representatives of my family, voluntarily attended a rain garden planning class in preparation for this application.

*This is highly recommended, but not required of applicants. Contact the Rochester Public Works Department (507-328-2440) or visit [www.rochesterstormwater.com](http://www.rochesterstormwater.com) for schedule of classes, locations, and times.*

20. Check any other management practices currently being used to treat stormwater on your property:

- Rain Barrel
  Stormwater Pond
  Down Spout/Sump Diffuser
  Other (describe below)

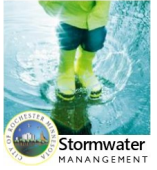
### Additional Resources

The “Supplemental Documents” contain a multitude of resources to help you plan, design, and maintain your rain garden. These documents are included in the application packet and can also be found online at [www.rochesterstormwater.com/rrr](http://www.rochesterstormwater.com/rrr).

- “How to Design and Install a Rain Garden.” A general step-by-step instructional document.
- “Rain Garden Resources: Blue Thumb” A non-profit organization specializing in native gardens, rain gardens and shoreline stabilization.
- “Rain Garden Resources: Websites” A list of websites about rain gardens.
- “Conducting a Percolation Test” Determining the infiltration rate for your site.
- “Calculating the Size of a Rain Garden.” A guide for sizing rain gardens and determining percolation rates.
- “Sample Rain Garden Plans.” Examples of garden designs and a side view of a rain garden.
- “Native Flowers, Shrubs and Trees for Yards, Rain Gardens & Shorelines.” A list of recommended flowers and grasses for Minnesota rain gardens courtesy of Blue Thumb.
- “Rain Garden Preparation Checklist.” A step-by-step checklist of action items that grant recipients should use to help insure successful completion of your rain garden project.
- “SE MN Rain Garden Vendors.” A list of local companies that carry and/or deliver native plant stock appropriate for rain gardens or that have experience designing and/or installing rain gardens.

# Realize Rain Gardens Rochester

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## Keeping it Clean in Rochester

### Realize Rain Gardens Rochester Agreement

If I am awarded a *Realize Rain Gardens Rochester* cost-share grant, I hereby agree to:

1. Read and understand all the information provided in the cost-share grant documents.
2. Construct a rain garden according to the plans submitted in the Cost Share Grant Application and approved as a grant award.
3. Avoid planting within utility and drainage easements; if a boulevard garden is desired, contact Public Works prior to determine if the site is a feasible location.
4. Call Gopher State One-Call (1-800-252-1166) before I start digging.
5. Track labor and expenditures during rain garden construction.
6. Register my rain garden immediately after construction by submitting the Registration Form and before, during and after project photos (preferably digital).
7. Place a *Realize Rain Gardens Rochester* sign in my rain garden as soon as it is completed.
8. Allow the site to be published on the *Realize Rain Gardens Rochester* location map and allow the public to view my rain garden.
9. Host a Rain Garden Party or similar educational initiative prior to submitting the reimbursement request.
10. Submit reimbursement requests by December 31 of the year the grant is awarded, providing all receipts for materials and/or services.
11. Maintain the rain garden for a minimum of 5 years and submit photos of my rain garden annually for 5 years to the City.
12. Agree that all submittals and methods or techniques developed as part of the grant award shall become the property of the City for use at its discretion, including but not limited to print and web site publications, tour maps, and any or all program publicity.

Further, I understand that the City of Rochester will not authorize payment of the reimbursement request unless full documentation is received and until all construction tasks are complete.

Except if arising from or out of the City of Rochester's fault or negligence, I agree to indemnify and defend the City of Rochester, and will hold harmless the City of Rochester, and assigns from any claims, expenses, or damages including attorney's fees, arising from my participation in this agreement.

I certify to the best of my knowledge that the information included in this application is true, complete, and accurate and I agree with the terms listed above.

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Please print): \_\_\_\_\_

Date: \_\_\_\_\_

Date Received by the Rochester Public Works Department: \_\_\_\_\_