

November 3, 2022

Commissioners **and**
Technical Advisory Committee Members
Shingle Creek and West Mississippi
Watershed Management Commissions
Hennepin County, Minnesota

*The agenda and meeting packets are available on
the Commission's web site.*

<http://www.shinglecreek.org/minutes--meeting-packets.html> **and**

<http://www.shinglecreek.org/tac-meetings.html>

Dear Commissioners and Members:

Regular meetings of the Shingle Creek and West Mississippi Watershed Management Commissions will be held Thursday, November 10, 2022, in the Aspen Room at Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Lunch will be served at 12:00 noon and the meetings will convene concurrently at 12:45.

The Technical Advisory Committee (TAC) will meet at 11:30 a.m., prior to the regular meeting.

Please make your meal choice from the items below and email me at judie@jass.biz to confirm your attendance and your meal selection by **noon, Tuesday, November 8, 2022.**

Thank you.

Regards,

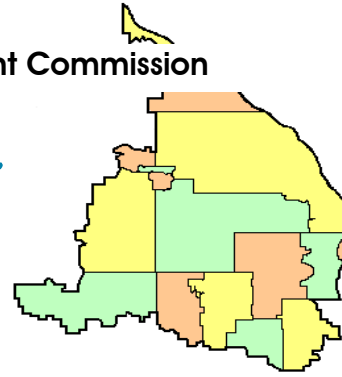
Judie A. Anderson
Administrator

cc: Alternate Commissioners Member Cites Troy Gilchrist TAC Members
Stantec Consulting Services BWSR MPCA HCEE

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Order your deli sandwich box lunch. Sandwiches come with lettuce, tomato and mayo. As an alternative you may specify your sandwich with **wheat bread or as an **unwich** (lettuce wrapped).**

- | | |
|--|--------------------------------|
| 1 Pepe – Ham and cheese | 2 Big John – Roast beef |
| 3 Totally Tuna – Tuna salad and cucumber | 4 Turkey Tom – Turkey |
| 5 Vito – salami, capocollo, cheese, onion, oil & vinegar, oregano-basil (no mayo) | |
| 6 The Veggie – double cheese, avocado spread, cucumber | |
| 14 Bootlegger Club – Roast beef and turkey | |

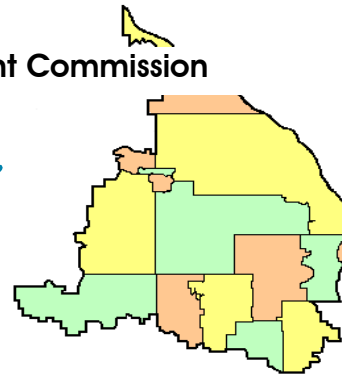


A meeting of the joint Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions is scheduled for **11:30 a.m., Thursday, November 10, 2022**, in the Aspen Room at the Plymouth Community Center.

A G E N D A

1. Call to Order.
 - a. Roll Call.
 - b. Approve Agenda.*
 - c. Approve Minutes of Last Meeting.*
3. Clarification of Rules and Standards for Linear Projects.*
4. Chloride Management Plan Requirements.*
 - a. Templates and Examples.*
5. Minneapolis Cost Share Request.*
6. MPCA Climate Resistance Grant.
 - a. RFP.*
7. WBIF Grant – verbal update.
8. Other Business.
9. Next TAC meeting is scheduled for _____.
10. Adjournment.

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MINUTES
Technical Advisory Committee
August 11, 2022

A meeting of the Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions was called to order by Chair Richard McCoy at 11:30 a.m., Thursday, August 11, 2022, in the Aspen Room, Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Present: Mike Albers, Brooklyn Center; Mark Ray, Crystal; Derek Asche, Maple Grove; Nick Macklem, New Hope; Amy Riegel, Ben Scharenbroich, and Hailey Olson, Plymouth; Richard McCoy and Mike Sorensen, Robbinsdale; Diane Spector, Todd Shoemaker, Chris Meehan, and Katie Kemmitt, Stantec; Kris Guentzel, Hennepin County Environment and Energy; and Judie Anderson, JASS.

Not represented: Brooklyn Park, Champlin, Minneapolis, and Osseo.

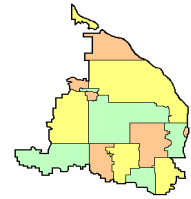
Also present: Andy Polzin, Plymouth.

- I. Motion by Ray, second by Riegel to **approve the agenda**. * *Motion carried unanimously.*
- II. Motion by Ray, second by Riegel to **approve the minutes*** of the July 14, 2022, meeting. *Motion carried unanimously.*
- III. **Fourth Generation Watershed Management Plan.**

TAC members received memos* summarizing Stantec's work to date on **revisions to the Shingle Creek and West Mississippi watershed legal boundaries**. Included in the memos are links to Stantec's GIS online map showing the existing and updated legal boundaries as well as the hydrologic boundaries for the Shingle, Elm, Bassett and Mississippi watersheds. The members are asked to take some time to review and comment on the updated legal boundaries, especially where the Shingle and adjacent hydro boundaries differ.

The Commissions established their existing legal boundaries after each was formed in 1984 using parcels and hydrologic data available at that time. Parcel subdivisions, topographic changes, and the construction and modification of stormwater conveyance systems have occurred over the years. As part of the Fourth Generation Plan development process, the Commission chose to undertake a review of the watersheds' legal boundary to ensure the boundary better reflects today's hydrologic conditions. Staff are recommending modifications to the legal watershed boundaries to follow the watersheds' hydrologic divides more closely. The Commissions may then petition the Minnesota Board of Water and Soil Resources (BWSR) for a change in the legal boundary (Minnesota Statute 103B.215).

A. The Shingle Creek watershed shares a boundary with four Watershed Management Organizations (WMOs) within Hennepin County - Elm Creek, West Mississippi, Mississippi, and Bassett Creek. The West Mississippi watershed shares a boundary with two WMOs within Hennepin County – Elm Creek and Shingle Creek. The current and proposed boundaries can be reviewed in more detail through ArcGIS online at [Shingle Creek & West Mississippi Watershed Boundary Updates](#).

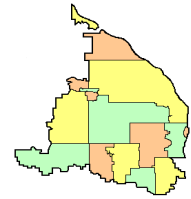


GIS software was used to determine which parcels should be evaluated for inclusion within the watershed's legal boundary. For each parcel intersecting with the hydrologic boundary, GIS software calculated the portion of the parcel's area located within the hydrologic boundary. Stantec used this model to determine which parcels should be included in the watershed's jurisdiction following the process detailed below.

1. Stantec considered a parcel to be inside a watershed legal boundary if over 50% of the parcel was inside the hydraulic boundary.
2. Stantec digitized a proposed legal boundary in GIS following the boundaries of the parcels identified as over 50% within the hydrologic boundary.
3. Stantec then confirmed the digitalized legal boundary with a visual review of the entire boundary, comparing the hydrologic boundary, storm sewer networks, and the parcels identified as over 50% within the hydrologic boundary to ensure accuracy of the proposed boundary. Areas of special consideration are described in more detail below.
4. Stantec compiled a summary of all parcels that were previously in the Shingle Creek or West Mississippi legal boundaries and determined to be outside of them or were previously deemed outside their legal boundaries and now are considered inside.

B. In Shingle Creek, the portion of the legal boundary located within the Mississippi River near 42nd Avenue North was left unchanged. In West Mississippi, the portion of the legal boundary within the Mississippi River, the westernmost boundary on the separate northwest portion of the watershed, the eastern boundary just south of the Mississippi River on the eastern portion of the watershed, and the southern boundary east of Humboldt Avenue along 53rd Avenue were left unchanged other than minor corrections to follow current lot lines.

1. Parcels that had connected housing, such as townhomes, required special consideration where each townhome has its own parcel separate from the parcel of land around the units. In these cases, Staff considered the connected housing units and the land parcel around them as one plot, instead of numerous separate units. These combined plots were included in the legal boundary when more than 50% of their total area, housing and land combined, fell within the hydrologic boundary. Parcels that had connected housing where lots were split by unit to include the surrounding land were also considered one plot, so all units in a connected building would be considered within the legal boundary when more than 50% of the total area, housing and land combined, fell within the hydrologic boundary.
2. In areas where the hydrologic boundary split parcels to nearly 50%, resulting in the occasional lot in or out along a section of parcels, Staff individually checked the lot using topography and aerial photography to determine at a smaller scale the accuracy of the hydrologic boundary to determine which direction the parcel primarily drains. If topography and aerial photography could not indicate a change in the defined boundary, the line was left as it was originally set.
3. Non-residential plots, such as railroads and parks, were treated the same as residential plots.
4. Available storm sewer network data indicated that a portion of the hydrologic boundary near 55th Avenue and Weston Lane excluded an area that drains into the Shingle Creek watershed. A review of the development plans confirmed that this area all drains to a pond within the Shingle Creek boundary. Stantec updated the legal boundary in this development to include those parcels draining into the watershed.



5. The Elm Creek watershed hydrologic boundary data showed the boundary running from Zachary Lane east along 101st Ave. then following Nathan Lane north to 109th Ave. However, available storm sewer and topographic data indicate that a portion of that area outside the boundary identified by Elm Creek watershed actually flows into the West Mississippi watershed. Stantec updated the West Mississippi hydraulic boundary adjacent to 101st Ave North and Nathan Lane North to include those areas draining into the watershed. The proposed legal boundary is based on this new hydrologic boundary through this area.

C. Implications. The proposed Shingle Creek Watershed legal boundary more accurately reflects the current hydrologic boundary. With a change to this updated boundary, parcels will change watershed jurisdiction, either into Shingle Creek or into an adjacent watershed.

The proposed West Mississippi Watershed legal boundary more accurately reflects the current hydrologic boundary. With a change to this updated boundary, parcels would be moved either into West Mississippi or into an adjacent watershed.

D. Next Steps.

1. **August:** review boundary update with member city staff; update boundary based on member city staff comments; prepare letter of concurrence template for member cities and adjacent WMOs. Members are asked to get their revisions to Shoemaker by August 26.

2. **September:** present boundary final draft at Commission meeting; send final draft boundary files and letter of concurrence template to member cities and adjacent WMOs, requesting review by September 30, 2022.

3. **October:** update boundaries based on comments from member cities and adjacent WMOs; review by Commissions' attorney.

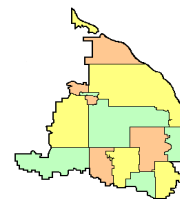
4. **November:** present final update at Commission meeting, requesting authorization to submit to BWSR; coordinate review and approval with BWSR.

IV. Water Quality.

A. Palmer Creek Estates Stream Stabilization Project. Meehan presented 60% design plans for the Palmer Creek Estates stream stabilization project located upstream of Bass Lake in Plymouth. The project is being funded \$384,000 by a Clean Water Implementation Grant and \$81,000 by the Commission, for a total of \$465,000. Construction will occur during the winter of 2022-2023.

B. Plymouth/Maple Grove Pike Creek Project. Scharenbroich presented the Plymouth/Maple Grove Pike Creek restoration project comprised of decreasing bank erosion, removing stream blockages, and improving water quality. Funding partners include the two cities, the Board of Water and Soil Resources Clean Water Fund, and the Commission. The total project cost is \$395,500 and construction will occur this coming winter.

C. Crystal Lake Management Plan. Kemmitt reported on the second year of carp management on Crystal Lake. WSB executed six removal events and removed over 3,500 fish from the lake, bringing the total number of carp removed in 2021-2022 to over 7,500. The second alum treatment is scheduled for Fall 2022. Kemmitt also presented water quality and sediment data collected from the lake in 2022 and provide an update on project progress.



D. Bass Lake Vegetation Improvements. On July 27, Stantec, the DNR, volunteers from the Bass Lake Improvement Association and Schmidt Lake, and the City of Plymouth worked together to harvest and introduce native, desirable aquatic plants to Bass Lake. Twelve native species were collected from Big Carnelian Lake near Stillwater and brought back to Bass Lake where they were "planted" in burlap mats and secured to the lake bottom in fenced-off plots. Staff will check the plots periodically throughout the rest of the summer to see what plantings are successful.

V. Grant Opportunities.*

A. The Board of Water and Soil Resources (BWSR) is now taking applications for its annual **Clean Water Fund Projects and practices grants**. Applications are due August 22, 2022.

At this time Shingle Creek has no pending projects that are positioned for construction or implementation. The next projects that might benefit from grant funding are the proposed Bass Creek Stabilization from TH 169 to 63rd Avenue, and the Eagle Lake Management Plan. Both those projects require additional planning and feasibility work before they would be ready to request grant funding, perhaps in 2023.

A project in West Mississippi that Brooklyn Park and Hennepin County have proposed in the past, stabilizing severely eroding Mississippi Riverbanks adjacent to several private properties, is eligible for funding this round. This project could be submitted again, noting that the West Mississippi Commission is dedicating a majority of its Watershed Based Implementation Funding as well as Partnership Cost Share to the project. An application to fund this project will be presented to the Commission at its regular meeting today.

B. The SCWM **WBIF Convene Committee** will meet in the coming weeks to finalize funding for the Education & Outreach contracted coordinator position

VI. Other Business.

A. The **next TAC meeting** is scheduled for 11:00, September 8, 2022, prior to the regular Commission meetings.

B There being no further business, the TAC meeting was adjourned at 12:36 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Judie A. Anderson".

Judie A. Anderson
Recording Secretary
JAA:tim

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To: Shingle Creek/West Mississippi WMC TAC

From: Todd Shoemaker PE

Date: November 2, 2022

Subject: Linear Project Review Threshold

**Recommended
Commission Action**

For discussion. Make recommendation to the Commissions.

New project review requirements are now in effect (as of October 1, 2022) for Shingle Creek and West Mississippi WMCs (Commission). One of the changes is that linear projects that create or disturb one acre or more of impervious surface are now subject to Commission requirements. Under the previous rules, linear projects were subject to Commission requirements only if they created one acre or more of impervious surface.

Under the new requirement, most neighborhood street projects could come to the Commissions for review because they are almost always disturbing more than one acre. Stantec staff recommends maintaining the threshold for Commission review – when a linear project creates more than one acre of new impervious surface. This clarification can be made to the Rules as a housekeeping update with no plan amendment required.

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To: Shingle Creek/West Mississippi WMC TAC

From: Todd Shoemaker, P.E.
Diane Spector
Katie Kemmitt

Date: November 2, 2022

Subject: Chloride Management Requirements for Project Applicants

Recommended TAC Action	For discussion.
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The Shingle Creek and West Mississippi TAC and Commissions have a thorough understanding of how road salt (chloride) use for winter safety can negatively impact water bodies. Shingle Creek is impaired for chloride and its condition has not improved since the Shingle Creek Chloride TMDL was published. Road salt can contaminate drinking water, have negative impacts on aquatic organisms, and corrode infrastructure, among other impacts.

To help minimize sources of chloride in the watershed, the TAC and Commissions have been more frequently recommending development projects to the cities pending submittal of a chloride management plan from developers. The purpose of a chloride management plan is to ensure proper winter maintenance BMPs are used for developments in the watershed to minimize the amount of excess chloride applied to pavement and to reduce the amount of chloride that makes its way to water bodies in the watersheds. There are some difficulties with requiring chloride management plans from project applicants. The entity submitting project plans for permitting often doesn't have a strong relationship with the entity who will ultimately be doing winter maintenance, making it difficult to ensure management plans get upheld and implemented. Winter maintenance crews are often contracted out especially for large developments. Requiring chloride management plans, however, may help increase awareness of chloride issues in the watershed and be an additional tool to educate people on the negative impacts of salt use.

Stantec researched chloride management plan requirements from various cities and watersheds in the Metro Area to understand what is currently being done, what is working well, and what options there are for Shingle Creek and West Mississippi to require a chloride management plan with project applications. Stantec reviewed chloride management requirements from Nine Mile Creek, Coon Creek Watershed, Mississippi Watershed Management Organization, City of Edina, City of Bloomington, and City of Plymouth. Stantec also reviewed the draft Winter Maintenance Management Plan templates created for the Hennepin County Chloride Initiative by Fortin Consulting (attached). Chloride management plans as a requirement for development is a relatively new idea and hasn't been implemented in many places, so there was not much overall feedback from the watersheds and cities on how requiring chloride management plans has been going.

Based on the review described above, Stantec proposes four potential options for the Commissions to implement a chloride management requirement with project submittals ranging from 1 (easier to implement) to 3 (more difficult/resource intensive to implement):

1). Do not add a chloride management plan requirement and instead continue efforts on chloride education and outreach in the watersheds.

- 2). Require project applicants to name an individual or multiple individuals responsible for winter chloride management onsite.
- 3). Require project applicants to submit a Chloride Management Plan using the templates provided in Winter Maintenance Management Plan created for the Hennepin County Chloride Initiative by Fortin Consulting. Project applicants will use the calculator to choose which template to use: basic, intermediate, or detailed.
- 4). Add chloride management requirements to the Operations and Maintenance agreements between the site owner and the City.

Stantec recommends Option 1, the Commission refrain from adding any additional requirements to project review submittals and continue to focus on chloride education and outreach in the watersheds.

DRAFT Winter Maintenance Management Plan: Templates & Examples

Created for the Hennepin County Chloride Initiative

By Fortin Consulting Inc.
August 2021

Connie Fortin – Fortin Consulting Inc.
Sarah Kinney – Fortin Consulting Inc.

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Detailed Plan Criteria	12
Detailed Plan Example	14

Credits

Project Manager:

Laura Jester – Keystone Waters

Advisory Team:

Kevin Ponce – Dominion Inc.

Brett Crowe – Davey Corp.

LouAnn Waddick – SOS

Ben Scharenbroch – City of Plymouth

Kevin Neuman – Hopkins Schools

Ryan Foudray – Prescription Landscape

Amy Juntunen - JASS

Laura Gibson - Currents

Brian DeRemer – City of Edina

Jason Dow -Dow's Lawn and Snow

Patrick Amore - PA Lawn and Snow

Others who contributed:

Brooke Asleson – MPCA

Erica Sniegowski – Nine Mile Creek Watershed District

Shahram Missaghi – City of Minneapolis

Lianna Goldstein – City of Minneapolis

FCI Staff involved:

Jessica Jacobson

Connie Fortin

Sarah Kinney

Project Background

On behalf of a group of watershed organizations, cities and other organizations in Hennepin County called the Hennepin County Chloride Initiative (HCCL), Fortin Consulting was hired to develop a winter maintenance/chloride management plan template(s). The vision was for this template to be used at the time of development or redevelopment permitting to require/request the property manager/responsible party to develop a winter maintenance plan. The group also recognized the templates would have value beyond the permitting process.

Due to the variety of organizations that may use this template and the variety of situations for its use, 3 levels of sophistication were created in the winter maintenance plan templates.

Once filled in, the management plan template, could be used by property managers or winter maintenance leadership to communicate a variety of high-level information contained in their winter maintenance plan with an organization such as a city/watershed/permitting organization/other. It is the intent of the HCCL that this template and communication tool would allow for better communication on winter maintenance practices between the property and the governing organization and encourage Smart Salting practices as described in the MPCA Smart Salting training classes and training manuals.

Process

As part of this effort, Fortin Consulting with the help of the HCCL gathered an advisory panel to provide input and feedback on the draft template. The panel consisted of representatives from multiple stakeholder groups including property managers (single properties, association of properties), in-house winter maintenance crew members, winter maintenance contractors, and others wishing to provide input. The large panel met formally twice, all panel members who agreed to be interviewed were interviewed privately to better understand their opinions and knowledge in this area. Panel members were also contacted by phone and/or email to provide additional input, as needed throughout the project. Subsets of the larger group were called into group meetings to vet various ideas and strategies as the project progressed.

Reviews were held on written materials and PPT concepts by technical advisors, then the larger HCCL group. A training will be held for larger HCCL group on how to use the templates once the product has been finalized.

As the template grew into 3 templates, a calculator was developed to help permitting agencies better select the level of winter maintenance plan template that would be appropriate for a development/redevelopment site.

Project Results

This project resulted in the creation of three winter maintenance management plan templates were created ranging from basic, intermediate, and detailed to allow for entities to select an appropriate level of winter maintenance management plan template for each site.

To make it easier for these entities to determine which management plan is most appropriate for a given site, a calculator was crafted that allows the user to answer a few simple questions to get a recommendation on which winter maintenance management template might work best. However, the user need not follow the advice of the calculator and may choose which template they feel is appropriate.

- This document includes the template language for each of the three templates.
- The basic template is fixed, offering no choice of tasks to add into this management plan.
- The intermediate template includes the basic template plus additional criteria.
- The detailed template includes the basic and intermediate templates plus additional criteria.
- The intermediate and detailed templates lay out various options for the entity to pick from to create a meaningful maintenance plan for that site.
- This document includes examples of how each of the three template types might be completed by the property manager or maintenance supervisor.

Template Selection Tool

Purpose: This Excel tool helps the user determine which winter maintenance management plan template would likely be most appropriate for the site. It is only a suggestion and any of the three templates can be selected by the user regardless of what the tool suggests.

How it works: The tool has a series of questions about the site with drop-down selection choices. When selections are made, a number is assigned to it. At the end, the spreadsheet averages those numbers. The user can use their numerical score to see what template is recommended for this site. See interpretation of results by scrolling to the right of the calculations.

The tool can be reached using this link:

<https://fortinconsulting.com/wp-content/uploads/2021/08/Calculator-Chloride-Management-Plan.xlsx>

Winter Maintenance Plan Cover Sheet

Property Manager Name:

Name of Development:

Address of Development:

Date:

Watershed:

Winter Maintenance Management Plan Used: (basic/intermediate/detailed)

I will work to reduce salt use at this location to protect our natural resources.

Signed: _____

Basic Plan Criteria

Required information:

- ☐ Individual responsible for the winter maintenance at this site
 - Name
 - Phone number
 - Email
- ☐ MPCA Smart salting certificate of at least one person involved in winter maintenance operations at this site
 - Name
 - Company
 - Phone number
 - Email
 - Proof of Certificate

*MPCA list of certified applicators

*MPCA-approved salt training calendar

Recommended:

Other low-salt practices (as described in intermediate and detailed plan)

*Parking lot manual (includes recommended practices for lowering salt use).

Basic Plan Example

Property Manager Name: Julie Jones

Name of Development: Park N Ride West

Address of Development: 123 main street, Wayzata MN 55391

Date: 7/3/21

Watershed: Minnehaha Creek

Winter Maintenance Management Plan Used: (basic/intermediate/detailed)

I will work to reduce salt use at this location to protect our natural resources.

Signed: *Julie Jones*

- ☒ Individual responsible for the winter maintenance at this site
 - **Name:** Joe Smith
 - **Phone number:** 688-876-3445
 - **Email:** Joes@gmail.com
- ☒ Smart salting certificate of at least one person involved in winter maintenance operations at this site:
 - **Name:** Sarah Kinney
 - **Company:** FCI
 - **Phone number:** 123-321-1234
 - **Email:** Sarah@Fortinconsulting.com
 - **Proof of Certificate:** 4/5/21



Intermediate Plan Criteria

All components of the [basic plan](#) + [intermediate plan](#)

Required information:

- ☐ Individual responsible for the winter maintenance at this site
 - Name
 - Phone number
 - Email
- ☐ MPCA Smart salting certificate of at least one person involved in winter maintenance operations at this site
 - Name
 - Company
 - Phone number
 - Email
 - Proof of Certificate

[*MPCA list of certified applicators](#)

[*MPCA-approved salt training calendar](#)

Permit issuer chooses from recommended fields:

Easy to verify:

- ☐ X% of winter maintenance crew are MPCA Smart Salting certified
- ☐ Subcontractors' organizations are level 2 MPCA Smart Salting certified

Easy to observe:

- ☐ No granular salt on surfaces after the event
- ☐ Proper storage of granular deicers
- ☐ Proper storage of liquid deicers
- ☐ Proper storage of snow (not in waters of the state)
- ☐ Educational signs on property (i.e. lower salt use and why, MPCA poster in lobby, MPCA window clings, Slippery area signs, It is winter: Walk carefully & drive carefully, Eco path no salt use area, How to use the salt bucket sign...)

[*Proper liquid storage requirements](#)

[*Smart salting resources for applicators](#)

Intermediate Plan Example

Property Manager Name: Julie Jones

Name of Development: Park N Ride West

Address of Development: 123 main street, Wayzata MN 55391

Date: 7/3/21

Watershed: Minnehaha Creek

Winter Maintenance Management Plan Used: (basic/intermediate/detailed)

I will work to reduce salt use at this location to protect our natural resources.

Signed: *Julie Jones*

- ☒ **Individual responsible for the winter maintenance at this site**
 - **Name:** Joe Smith
 - **Phone number:** 688-876-3445
 - **Email:** Joes@gmail.com
- ☒ **Smart salting certificate of at least one person involved in winter maintenance operations at this site:**
 - **Name:** Sarah Kinney
 - **Company:** FCI
 - **Phone number:** 123-321-1234
 - **Email:** Sarah@Fortinconsulting.com
 - **Proof of Certificate:** 4/5/21



- ☒ **50% of winter maintenance crew are MPCA Smart Salting certified**

10-person full time crew, 50% certified. More part time crew will be added during winter months and will work under the direction of the full-time crew. It is up to our subcontractors to train their own crew. We request that the subcontractors organization be level 2 certified as shown below.

Certified Crew and Date of Certification:

- Sarah Kinney, 4/5/2021
- Tom Johnson, 5/18/2021
- Maggie Halloway, 5/4/2021
- Trish Johnston, 5/7/2021
- Luis Lopez, 4/18/2021

- ☒ Subcontractors' organizations are level 2 MPCA Smart Salting certified
Certified subcontractors and Date of Certification:

- Jose's Snow and Ice, 5/6/21
- Walleye Landscaping, 6/8/21

- ☒ No granular salt on surfaces after the event

- We will strive to use the right amount. However, if we've overapplied, we will recover the extra and use it at a different event.

- ☒ Proper storage of granular deicers

- Our granular deicers will be stored under a cover and on an impermeable surface.

- ☐ Proper storage of liquid deicers

- We do not use liquid deicers

- ☒ Proper storage of snow (not in waters of the state)

- Snow will not be pushed into wetland #215 or Plymouth Creek.

- ☒ Educational signs on property

- Educational signage about smart salting use will be posted for our tenants at entrances from November through March.

Detailed Plan Criteria

All components of the [basic](#) and [intermediate plans](#) + detailed plan

Required information:

- ☐ Individual responsible for the winter maintenance at this site
 - ☐ Name
 - ☐ Phone number
 - ☐ Email
- ☐ MPCA Smart salting certificate of at least one person involved in winter maintenance operations at this site
 - ☐ Name
 - ☐ Company
 - ☐ Phone number
 - ☐ Email
 - ☐ Proof of Certificate

[*MPCA list of certified applicators](#)

[*MPCA-approved salt training calendar](#)

Choose from recommended fields:

Easy to verify:

- ☐ X% of winter maintenance crew are MPCA Smart Salting certified
- ☐ Subcontractors' organizations are level 2 MPCA Smart Salting certified

Easy to observe:

- ☐ No granular salt on surfaces after the event
- ☐ Proper storage of granular deicers
- ☐ Proper storage of liquid deicers
- ☐ Proper storage of snow (not in waters of the state)
- ☐ Educational signs on property

[*Proper liquid storage requirements](#)

[*Smart salting resources for applicators](#)

Choose from the recommended list:

- ☐ Documentation
 - ☐ Map or spreadsheet
 - ☐ Size of entire maintenance area
 - ☐ Estimated amount of deicer per pass*
 - ☐ Size of each maintenance area (i.e. main parking lot, front sidewalk...)

- ☐ Level of service for each area
- ☐ Estimated amount of deicer needed per pass for each area
- ☐ Annual report
 - ☐ Total deicer use (in lb/gal)
 - ☐ Challenges in reducing salt use
 - ☐ Successes in reducing salt use
 - ☐ Plans for smart salting next year

Choose from the list of best practices:

- ☐ Remove snow before applying deicer
 - ☐ Snow removal early and often to prevent compaction
 - ☐ Better and or more snow removal tools (brooms, segmented blades, blowers, underbody blades, shovels by salt bucket...)
- ☐ Measure pavement temperature and trend, use this information to guide deicer selection and application rates.
- ☐ Have available a variety of deicer/abrasive materials so you can select the product that will work best in the lowest commodity depending on the conditions.
 - ☐ If deicers are being use, they should include liquid deicers
- ☐ Improve salt bucket situation (educate users, provide alternatives like shovels and brooms, provide application rate guidance, restrict use, provide small scoops)
- ☐ Calibrate spreaders, put calibration card on spreaders.
 - ☐ Use equipment capable of spreading at low rates suggested in MPCA parking lot manual or work towards this goal as you acquire new equipment.
 - ☐ Create application rate charts so applicators can see calibration card, and application rate guidance and be able to choose most appropriate setting on their spreaders.
 - ☐ If your application rate charts are more than twice the rate of the MPCA Smart Salting application rate charts explain why this is necessary.
- ☐ Sweep up extra salt after events
- ☐ Hold post storm meetings or debrief with maintenance crew on what went well and how to continue to work toward smart salting goals.
- ☐ Educate building and grounds users on smart salting and the role they play with safe driving and walking practices.
- ☐ Close areas not needed in winter so there is less surface area to salt
- ☐ Consider areas where you might change level of service from bare pavement to not bare pavement. (Salted walking path to eco-path for dog walkers (no salt))
- ☐ Other

Detailed Plan Example

Property Manager Name: Julie Jones

Name of Development: Park N Ride West

Address of Development: 123 main street, Wayzata MN 55391

Date: 7/3/21

Watershed: Minnehaha Creek

Winter Maintenance Management Plan Used: (basic/intermediate/detailed)

I will work to reduce salt use at this location to protect our natural resources.

Signed: *Julie Jones*

☒ **Individual responsible for the chloride management onsite:**

- **Name:** Joe Smith
- **Phone number:** 688-876-3445
- **Email:** Joes@gmail.com

☒ **Smart salting certificate of at least one person involved in winter maintenance operations at this site:**

- **Name:** Sarah Kinney
- **Company:** FCI
- **Phone number:** 123-321-1234
- **Email:** Sarah@Fortinconsulting.com
- **Proof of Certificate:** 4/5/21



☒ 50% of winter maintenance crew are MPCA Smart Salting certified

- 10-person full time crew, 50% certified. More part time crew will be added during winter months and will work under the direction of the full-time crew. It is up to our subcontractors to train their own crew. We request that the subcontractors organization be level 2 certified as shown below.

Certified Crew and Date of Certification:

- Sarah Kinney, 4/5/2021
- Tom Johnson, 5/18/2021
- Maggie Halloway, 5/4/2021
- Trish Johnston, 5/7/2021
- Luis Lopez, 4/18/2021

☒ Subcontractors' organizations are level 2 MPCA Smart Salting certified

Certified subcontractors and Date of Certification:

- Jose's Snow and Ice, 5/6/21
- Walleye Landscaping, 6/8/21

☒ No granular salt on surfaces after the event

- We will strive to use the right amount. However, if we've overapplied, we will recover the extra and use it at a different event.

☒ Proper storage of granular deicers

- Our granular deicers will be stored under a cover and on an impermeable surface.

☐ Proper storage of liquid deicers

- We do not use liquid deicers

☒ Proper storage of snow (not in waters of the state)

- Snow will not be pushed into wetland #215 or Plymouth Creek.

☒ Educational signs on property

- Educational signage about smart salting use will be posted for our tenants at entrances from November through March.

☒ Documentation

☒ Map or spreadsheet

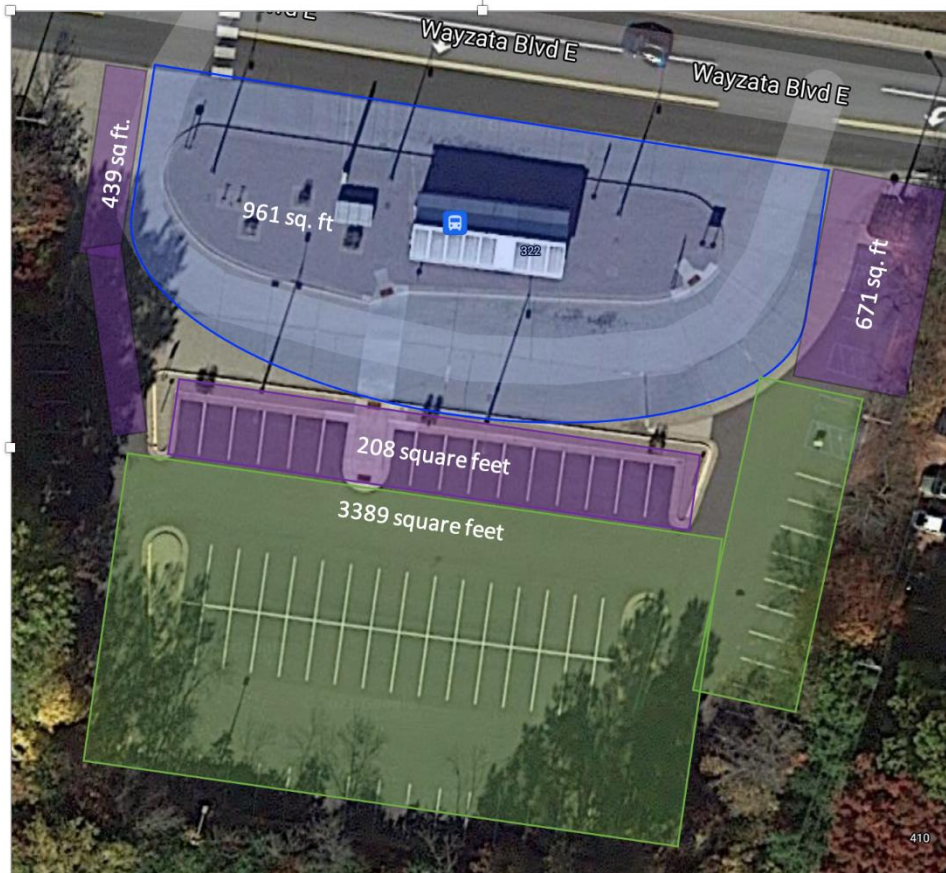
☒ Size of entire maintenance area: 6,168 sq. Ft

☒ Estimated amount of deicer per pass*: 25 lbs

*This is very close to the recommended rates in the MPCA Smart Salting for Parking Lots and Sidewalk manual.

☒ Size of each maintenance area (i.e., main parking lot, front sidewalk...): (see map/spreadsheet)

- ☒ Level of service for each area: (see map/spreadsheet)
- ☒ Estimated amount of deicer needed per pass for each area: (see map/spreadsheet)



Blue = bare pavement
 Purple = patches of bare
 Green = compacted snow

Location: Park-and-Ride	Area (sq. ft)	Average Material per Pass (lb)	Target	How Fast
Sidewalks around bus station	961	12	bare pavement	24 hours after snow
Entrance driveway	671	5	patches of bare	48 hours after snow
First row of parking lot	208	4	patches of bare	48 hours after snow
Rest of parking lot	3889	0	compacted snow	24 hours after snow
Exit drive	439	4	patches of bare	48 hours after snow

*Use abrasive if needed for traction on the compacted snow.

- ☒ Annual report
 - ☒ Total deicer use (in lb/gal) per pass: 625 pounds

- Salting Events: 25; 18 snow events, 5 freezing rain events, 2 melt and refreeze events
- ☒ Challenges in reducing salt use
 - It is difficult to stay within the MPCA Smart Salting Guidelines. We really want to add more salt than that, we are trying it out as an experiment. Our maintenance crew changed throughout the season, so it was difficult to get them in a training class.
 - We had a big snow event, and a lot of users of park-and-ride complained that they wanted higher salt use.
- ☒ Successes in reducing salt use
 - By the end of the season, most of the crew had at least one experience using liquid deicers.
- ☒ Plans for smart salting next year
 - Next year, we will improve performance by using more liquid deicers.
 - We hope to do a better job of sticking to the level of service plans highlighted in our spreadsheet.

Best Practices:

- ☒ Remove snow before applying deicer
 - ☒ Snow removal early and often to prevent compaction
 - We will remove snow before applying deicer. We will do our best to remove it early and often so that compaction doesn't occur.
 - ☐ Better and or more snow removal tools (brooms, segmented blades, blowers, underbody blades, shovels by salt bucket...)
- ☐ Measure pavement temperature and trend, use this information to guide deicer selection and application rates.
- ☒ Have available a variety of deicer/abrasive materials so you can select the product that will work best in the lowest commodity depending on the conditions.
 - We will have more than one type of deicer available and choose the most effective one based on our pavement temperature and trend.
- ☐ If deicers are being use, they should include liquid deicers
- ☒ Improve salt bucket situation (educate users, provide alternatives like shovels and brooms, provide application rate guidance, restrict use, provide small scoops)
 - The salt bucket by the entrance to the park-and-ride booth will contain a very small scooper and a sign about why we want to reduce salt use. ("Chloride pollutes our waters. Please use salt sparingly.")
- ☒ Calibrate spreaders, put calibration card on spreaders.
 - We will calibrate our spreaders before the first snow.

- ☐ Use equipment capable of spreading at low rates suggested in MPCA parking lot manual or work towards this goal as you acquire new equipment.
- ☐ Create application rate charts so applicators can see calibration card, and application rate guidance and be able to choose most appropriate setting on their spreaders.
 - ☐ If your application rate charts are more than twice the rate of the MPCA Smart Salting application rate charts explain why this is necessary.
- ☐ Sweep up extra salt after events
- ☒ Hold post storm meetings or debrief with maintenance crew on what went well and how to continue to work toward smart salting goals.
 - We will start conducting post-storm meetings, discussing the challenges and successes we had with salt use.
- ☒ Educate building and grounds users on smart salting and the role they play with safe driving and walking practices.
 - We are going to educate the grounds crew and work staff at the Park-and-Ride about the lower salt use and why it is necessary. We will encourage them to walk and drive carefully to avoid falls/crashes.
- ☐ Close areas not needed in winter so there is less surface area to salt
- ☐ Consider areas where you might change level of service from bare pavement to not bare pavement. (Salted walking path to eco-path for dog walkers (no salt))
- ☒ Other
 - We will speak about our efforts to reduce salt at the annual Minnesota Park-and-Ride meeting.

To: Shingle Creek/West Mississippi WMC TAC/Commissioners

From: Todd Shoemaker PE

Date: November 3, 2022

Subject: Cost Share Request by City of Minneapolis for 46th Ave Outfall Improvements

**Recommended
Commission Action**

For discussion. Recommend approval by the Shingle Creek Commission.

The City of Minneapolis submitted a cost share request to the Shingle Creek WMC for improvements proposed adjacent to 46th Avenue and Shingle Creek (Figure 1). The proposed improvements would replace a failed and eroded outlet to Shingle Creek and incorporate green infrastructure to manage and convey runoff to the creek rather than traditional pipes. The green infrastructure consists of two rain gardens, a dry swale, and a step pool system consisting of three pools discharging into Shingle Creek (Figure 2). The City requests the maximum cost-share amount of \$50,000.

The City prepared preliminary designs for two options with the estimated cost of the stormwater work at between \$151,000 (Option B) and \$163,000 (Option A). The higher cost of option A is because of larger step-pools adjacent to Shingle Creek.

Stantec has reviewed the preliminary plans and notes the following benefits of the project:

- Replacing failed “gray” infrastructure (pipe) with the more natural aesthetic of green infrastructure.
- This is a “pilot project” for Minneapolis and may serve as an example for future outfall stabilization projects.
- Improving water quality (Table 1) for an area with no existing stormwater management.
- Adding green space for the surrounding community.

Table 1. Water quality benefits of the proposed project.

	Volume Captured (cf)	TSS Reduction (lb/yr)	TP Reduction (lb/yr)	Normalized Cost (\$/lb TP)
Proposed Green Infrastructure*	2,134	216	1.2	\$4,200-\$4,600

*Water quality benefits represent both Options A and B.

Stantec recommends the City address the following comments as the project proceeds to final design:

1. Document plunge pool stability:
 - a. Effect of Shingle Creek flows
 - b. Effect of pipe flows
2. Provide MIDS BMP parameters or MIDS file to confirm modeling corresponds to the design.
3. Conduct soil borings to verify design infiltration rates.
4. Provide pretreatment to ensure the functionality of the credited system.
5. Provide a reinforced EOF at the dog leg of swale for 100-yr event.
6. Provide a revegetation plan (native species recommended).
7. Verify that a public easement (or equivalent) is dedicated.
8. Execute and record an Operations and Maintenance Agreement prior to release of any funds.

The City will present this application to the TAC at the November 10, 2022 meeting. With the revisions recommended above and the concurrence of the TAC, staff recommends approval of this cost share application. As of January 1, 2022 the balance in the City Cost Share Fund was \$329,210.

Figure 1. Project Location



Site plan for Emerson Avenue and Shingle Creek Parkway showing proposed stormwater management features. The plan includes labels for proposed swales, rain gardens, catch basins, stormwater sidewalk crossings, and curb cuts. It also identifies existing features like catch basins, communication manholes, streetlights, park benches, and trails. The plan is oriented with Emerson Avenue at the top and Shingle Creek Parkway at the bottom. A north arrow is located in the upper right corner.

Labels on the plan include:

- PROPOSED SWALE 4:1 SIDE SLOPES
- PROPOSED RAIN GARDEN (3:1 SLOPE)
- NEW CATCH BASIN 7016
- REMOVE CATCH BASIN
- EXISTING COMMUNICATION MANHOLE
- EXISTING STREETLIGHT
- EXISTING CATCH BASIN (TO BE REMOVED)
- PROPOSED STORMWATER SIDEWALK CROSSING
- EXISTING CATCH BASIN (TO BE REMOVED)
- PROPOSED SWALE 4:1 SIDE SLOPES
- PROPOSED CATCH BASIN
- EXISTING PARK SIGN
- EXISTING PARK SIGN
- EXISTING PARK BENCH
- EXISTING PARK SIGN
- EXISTING PARK TRAIL
- EXISTING CONCRETE PAD AND TABLE
- EXISTING STORM PIPE (TO BE ABANDONED)
- PROPOSED STORM PIPE
- PROPOSED SPLITAL FENCE
- EXISTING CATCH BASIN (TO BE REMOVED), REPLACE WITH PROPOSED CURB CUT
- EXISTING STREET SIGN
- PROPOSED RAIN GARDEN (3:1 SLOPE)
- EXISTING STREET LIGHT

Street names: EMERSON AVE, SHINGLE CREEK PARKWAY.

Sheet number: 23.

To: Shingle Creek/West Mississippi WMO Commissioners/TAC

From: Todd Shoemaker, PE
Diane Spector

Date: November 3, 2022

Subject: MPCA Climate Resilience Grants

**Recommended TAC/
Commission Action**

Discuss. TAC consider making a recommendation to the Shingle Creek Commission regarding preparation of grant application. Commission consider authorizing staff to prepare a grant application.

The MPCA is now taking applications for the Planning Grants for Stormwater, Wastewater, and Community Resilience program (attached). \$395,000 is available to support climate-planning projects in communities across Minnesota. This funding will help communities assess vulnerabilities and plan for the effects of Minnesota's changing climate in three areas:

- Improving stormwater resilience and reducing localized flood risk
- Improving the resilience of wastewater systems
- Adapting community services, ordinances, and public spaces

This was a new grant program in 2021, and the Commission approved submitting a grant application to use the Shingle Creek HUC8 model to estimate the potential impacts of future precipitation patterns. Unfortunately, it was not funded. Supposedly the DNR is doing some modeling for at least some parts of West Mississippi, but we have not seen it and can't say whether it is suitable for such a modeling exercise.

We recommend that Shingle Creek reapply this year using the same general work plan as last year. Last year the grant program did fund grants to a few other WMOs and cities to undertake essentially the same activities:

1. Model and map midcentury precipitation scenarios to create projected flood inundation areas for the 1%+ 24-hour rainfall event and the 1%+ 10 day event. A 'plus' is a rainfall depth taken from the 90th percentile estimate for the given rainfall frequency. FEMA often evaluates not only the 1% storm event but also the 1%+ storm event as a way to provide perspective on the range of values one COULD expect in the 1% event. The State Climatology Office also suggests using the 90th percentile as a proxy for midcentury precipitation.
2. Identify potential future flooding risks in the watershed by reviewing known flooding areas, infrastructure, structures, and emergency vehicle routes in or in close proximity to predicted future hazardous flood conditions.

3. Develop policy recommendations for using the scenario data. For example, this modeling could be used to help the cities and county better understand how to properly design new infrastructure such as culverts, bridges, etc. that would be expected to have a mid-century useful life.

It should be noted that completing this type of resiliency modeling is called out in the Fourth Generation Plan as a priority implementation action. The cost of undertaking this work was estimated last year as just under \$25,000, with a grant request of about \$22,000 and a 10% local match of about \$2,500. We haven't yet updated the estimate but believe it will be in that ballpark.

Applications are due January 12, 2023. If the TAC recommends and the Commission approves pursuing this grant, we will bring a draft workplan and application to the Commission at the December 8, 2022 meeting. The level of effort to prepare the application and associated documents will be minimal since we can reuse much of what was prepared last year.



520 Lafayette Road North
St. Paul, MN 55155-4194

Planning Grants for Stormwater, Wastewater, and Community Resilience Request for Proposals (RFP)

The RFP assists applicants in applying for state grants. This document describes the State Fiscal Year 2023 (FY23) Planning Grants for Stormwater, Wastewater, and Community (SWC) Resilience, including information on who may apply for funding, activities eligible for funding and other information that will help the applicants plan their project and submit a competitive application. Applications are due no later than **Thursday, January 12, 2023, at 4:00pm Central Time (CT)**.

The applicant should check the [SWIFT Supplier Portal](#) and the Minnesota Pollution Control Agency (MPCA) [Planning Grants for SWC Resilience](#) webpage for any updates.

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The Grant Application Form, Workplan and Budget, Sample Grant agreement, Questions and Answers, and any addendums can be found in the [SWIFT Supplier Portal](#).

1. Project overview

Minnesota’s climate is changing, causing harmful effects in communities across our state today. The impacts experienced include risks to health and safety, overwhelmed infrastructure, damaged property, dying trees and culturally important native species, and the inability of population centers to cool off overnight. Climate trends identified through monitoring over decades of changes in temperature and precipitation, snow depth, and lake ice, storms and droughts, our growing season, and more show that Minnesota is becoming warmer and wetter, with more damaging rains, and cold weather warming. More extreme heatwaves and extended periods of drought alternating with intense precipitation are expected in the future.

During the 2021 Legislative Session, 1st Special Session, ongoing funding was appropriated in the Omnibus bill [Chapter 6 – S.F.No.20](#), Article 1, Sec. 2, Subdivision 7(h) to increase the resilience of water infrastructure and communities in Minnesota. This is the third RFP for funding from this new grant program.

This funding provides an opportunity for communities to assess vulnerabilities and plan for the effects of Minnesota’s changing climate in three areas: how to increase resilience to stormwater and reduce localized flood risk, how to improve the resilience of wastewater systems, and how to reduce human health effects and adapt community services, ordinances, and public spaces to the changing climate.

2. Funding

Approximately \$395,000 is available for planning projects to be awarded during FY23. Grant projects must be completed no later than June 30, 2024. There is no minimum and no maximum grant award under this RFP.

Match requirement

The minimum match requirement is 10% (ten percent) of the grant amount, either cash or in-kind, provided by any organization involved in the project. Grantees will be expected to track and report all match provided for the project by kind and source, even if the amount exceeds 10%. This will assist MPCA with better understanding of project funding needs for future grant solicitations.

Reimbursement schedule

Grant funding for eligible costs of the planning project will be reimbursed during and upon completion of the approved project with approved invoices.

Invoices for expenses incurred to-date may be submitted as frequently as monthly. Grantees are required to submit their first invoice no later than midway through the project. A final invoice for payment of remaining grant funds expended by the project is required to be submitted at the completion of the project. Payment of the final 10% of grant funds will be held back until the project is completed satisfactorily and all deliverables have been submitted and approved. Invoices are sent directly to MPCA Accounts Payable with cc to the MPCA Authorized Representative.

3. Eligible and ineligible applicants

Eligible applicants

Tribal Nations, and Local Governmental Units (LGUs) including only cities, counties, towns (townships), soil and water conservation districts (SWCDs), water management organizations (WMOs), water districts (WDs), regional development commissions (RDCs), and the Metropolitan Council of the Twin Cities region, and that are located within the geographic boundaries of the state of Minnesota are eligible applicants.

An eligible applicant may designate a different organization to serve as fiscal agent for the grant, upon approval by the MPCA.

Note: Applicants who applied for the FY23 Small Communities Planning Grants for Stormwater, Wastewater, and Community Resilience RFP are eligible to apply or to be included in an application as a partner under this RFP, HOWEVER awarded applicants will not be eligible to receive an award under this RFP for the same project.

Ineligible applicants

- Any other organization or individual not listed above as an eligible applicant.
- Entities that are currently suspended or debarred by the State of Minnesota and/or the federal government are ineligible applicants.
- The MPCA may also deem an applicant ineligible because of, but not limited to: enforcement issues, labor standards, tax status, past grant performance, or other such issues.

4. Eligible and ineligible projects

Eligible projects

Eligible projects are those that conduct **planning for increased resilience** to the impacts of Minnesota's changing climate (i.e. already becoming warmer and wetter with more damaging rains and cold weather warming, and expected to have more extreme heat and drought in the future) **within any of the following three focus areas: stormwater, wastewater, community resilience**.

Some examples of eligible planning projects in the three focus areas –

Stormwater resilience:

- Vulnerability assessment using a hydrologic/hydraulic model such as XP-SWMM or equivalent to identify areas (e.g. creek corridors, bridges, intersections, etc.) within a tribal/local governmental unit that are at risk for flooding. Includes assessment of changes in future precipitation with storm events of greater intensity and frequency to evaluate how to optimize resiliency of stormwater infrastructure.
- Inventory of water infrastructure issues developed using new or existing modeling information to identify critical impacts (e.g. number of structures flooded, frequency of flooding, social vulnerability, local environmental impacts, etc.), including but not limited to consideration of existing asset management plans. Provides a prioritized list of critical areas needing infrastructure improvements to increase resilience.
- Feasibility study that compares design alternatives (e.g. replacing small or undersized stormwater infrastructure, adding surface or underground stormwater storage areas, increasing infiltration of stormwater, etc.) to address known or predicted areas of flooding within a tribal/local governmental unit. Identifies a preferred alternative with sufficient information to support consideration for future construction funding.
- Plan development (conducted in-house or by contract) for the bidding or contracting, design work, modeling, etc. needed for self-funded projects (those not on the Project Priority List (PPL) / Intended Use Plan (IUP) but which may include other outside funding sources) that have been identified by a tribal/local governmental unit risk assessment or adaptation/resilience plan.

Wastewater resilience:

- Risk assessment of wastewater facilities using the Environmental Protection Agency (EPA) Climate Resilience Evaluation and Awareness Tool (CREAT) or similar analysis to discover which extreme weather hazards pose significant challenges to the utility, identify the critical assets at risk, and explore various actions to protect them.
- Climate vulnerability assessment of public and/or privately-owned sewer and/or sewer sheds.
- Planning and investigative work for climate resiliency of wastewater, sewer, and or Inflow & Infiltration (I&I) projects to determine implementation plan for self-funded projects (that are not anticipated to be part of a Facilities Plan for a Public Facilities Authority (PFA) /Project Priorities List (PPL) but which may include other outside funding sources)
- Plan development (conducted in-house or by contract) for the bidding or contracting, design work, modeling, etc. needed for self-funded projects (those not on the Project Priority List (PPL) / Intended Use Plan (IUP) but which may include other outside funding sources) that have been identified by a risk assessment or adaptation/resilience plan (CREAT or other).

Community resilience:

- Community-wide climate vulnerability assessment involving stakeholders and authentic community engagement processes to identify community assets (such as parks and recreational areas,

roads, public buildings, local power infrastructure, etc.) at risk from more extreme weather and changing climate conditions, as well as local population segments at greater risk from harm, stress or displacement due to climate change.

- Community-wide climate adaptation planning involving stakeholders and authentic community engagement to identify specific strategies, policies, actions, and responsible parties needed for equitable adaptation.
- Plan development (costing, bidding or contracting, design work, modeling, etc.) needed for projects that will increase the climate resilience of one or more community assets identified by a community-wide vulnerability assessment or climate adaptation plan.

Ineligible projects

Projects that do not fit any of the three focus areas – stormwater, wastewater, or community resilience – and **projects that are not planning-oriented are ineligible.**

5. Eligible and ineligible costs

Eligible costs

Any cost that is directly related to the workplan tasks of an eligible planning project and not deemed ineligible below or by MPCA staff.

Ineligible costs

Ineligible costs include costs that are not directly related to the workplan tasks of an eligible planning project. The following costs, including but not limited to, even if they are directly related to the project, are ineligible:

- Any expenses incurred before the contract is fully executed including applicant's expense for preparing the eligibility and cost applications
- Bad debts, late payment fees, finance charges or contingency funds, interest, and investment management fees
- Attorney fees
- Employee worksite parking
- Lobbying, lobbyists and political contributions
- Mark-up on purchases and/or subcontracts
- Taxes, except sales tax on eligible equipment and expenses
- Activities associated with permit fees
- Activities addressing enforcement actions or that involve a financial penalty
- Memberships (including subscriptions and dues)
- Reimbursement to or stipends to non-staff stakeholders for their attendance at stakeholder participation meetings or their related expenses
- Food (other than staff per diem)
- Alcoholic refreshments
- Entertainment, gifts, prizes and decorations
- Merit awards and bonuses
- Donations and fundraising
- Purchase of equipment (leasing or paying for services that include use of equipment during an eligible project are allowed)

- Computer(s), tablets, and software, unless unique to the project and specifically approved by the MPCA as a direct expense
- Purchase or rental of mobile communication devices such as pagers, cell phones, and personal data assistants (PDAs), unless unique to the project and specifically approved by the MPCA.

6. Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant prioritizes communities with higher concentrations of low-income residents and people of color, including tribal communities. Click on the link below for MPCA's criteria and interactive mapping tool (recently updated on the MPCA website with data from a five-year 2016-2020 summary of the American Community Survey) to see if the project is located in an area of concern for Environmental Justice (EJ):

<http://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>.

This grant also prioritizes:

- Projects located in Minnesota outside of the 7-county Metropolitan Area comprised of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties.
- Stormwater projects that address localized flooding.

7. Application instructions

All applicants must complete the Grant Application Form, work plan and budget. Applications without all forms submitted will be deemed ineligible.

8. Application submission instructions

Applications must be received electronically by the MPCA by **Thursday, January 12, 2023, at 4pm CT**. Application submissions received after the deadline will not be considered eligible.

Applications must be submitted through the [SWIFT Supplier Portal](#). Note: The RFP is termed an "Event" within SWIFT. MPCA is not responsible for any errors or delays caused by technology-related issues.

Applicants do not need to log in to view the RFP and associated documents in the SWIFT system. Applicants interested in applying will need to register as a bidder in the system by clicking on the [SWIFT Supplier Portal](#), then *Register for an Account and Register as a Bidder*. Applicants should allow up to two business days to become registered as a Bidder.

Questions regarding submitting an application can be directed to the Vendor Assistance Help Desk at 651-201-8100, option 1 or by clicking on *Supplier Portal Help* within the [SWIFT Supplier Portal](#).

Applications submitted via any other method, including but not limited to email, fax, mail, in-person deliveries, will not be accepted.

9. Application questions

The MPCA is obligated to be transparent in all aspects surrounding grant work. To meet this obligation, **all questions must be submitted in the same manner, and answers are only provided via the [SWIFT Supplier Portal](#)**. It is the applicant's responsibility to check the [SWIFT Supplier Portal](#) and [MPCA website](#) for the most recent updates.

Applicants who have any questions regarding this RFP must email questions to grants.pca@state.mn.us, subject line: “FY 23 Planning Grants for SWC Resilience”, no later than 4pm CT on **Friday, January 6, 2023**. Answers to questions will be posted frequently in the [SWIFT Supplier Portal](#).

MPCA personnel are not authorized to discuss this RFP with applicants outside of the Question-and-Answer forum. Contact regarding this RFP with any MPCA personnel may result in disqualification.

10. Application review process

Applicants are encouraged to review the Evaluation Score-Sheet (Exhibit A) before submitting their application and make sure they are providing all the relevant information. Formal review of applications will be conducted by a team of MPCA staff.

Applications received by the grant deadline will be reviewed by MPCA staff using a two-step process described below. **Late applications will not be considered for review.**

Step 1: Eligibility review

The MPCA will determine if eligibility requirements are met. Any application found to be ineligible will be eliminated from further evaluation. Minimum requirements:

- Applicant is eligible as described in section 3.
- Project is eligible as described in section 4.
- All required forms submitted by the deadline.

Step 2: Application scoring

Only applications meeting the eligibility criteria under Step 1 will be considered for scoring in Step 2. Reviewers will evaluate applications per project using the weighted criteria listed in Exhibit A.

In addition to the ability to partially award projects, the MPCA reserves the right to refrain from awarding any grants.

In the event two applicants are tied in the scoring and there isn't sufficient funding to award both projects, the MPCA will select the applicant with the highest score in the following criteria, in descending order, until a winner is able to be determined:

- Environmental Justice
- Project located outside the 7-county Twin Cities Region
- Stormwater project that addresses localized flooding

Notification

All applicants will be notified by MPCA staff after approximately 4-6 weeks of application due date. Applicants selected for funding will be contacted concerning the next steps in the award process, including execution of the appropriate agreements with follow-up by the grantee within a reasonable time frame.

11. Grantee responsibilities

Awardees are required to be a registered vendor in SWIFT and will sign the grant agreement using DocuSign.

Grant agreement

Each awardee must enter into a grant agreement. The agreement will address the conditions of the award. Once the agreement is signed, the recipient is required to comply with all conditions.

Reporting requirements

Email updates about the status of the project are required to be provided to the MPCA Authorized Representative whenever an invoice is submitted to MPCA Accounts Payable. The MPCA Authorized Representative will not approve an invoice through the state system without this project update. A Grant Project Final Report, in a format provided to the Grantee by the MPCA, is required to be submitted to the MPCA Authorized Representative at the same time as the final invoice is submitted to MPCA Accounts Payable.

Public data

Applications are private or nonpublic until opened. Once the applications are opened, the name and address of the applicant and the amount requested is public. All other data in an application is private or nonpublic data until all agreements are fully executed. After all agreements are fully executed, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#). A statement by a grantee that the application is copyrighted or otherwise protected does not prevent public access to the application ([Minn. Stat. § 13.599](#), subd. 3).

Conflict of interest

MPCA will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Grant Monitoring

[Minn. Stat. §16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher.
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be determined at a later date.

Grantee Bidding Requirements

For Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work and have a total project cost of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>.

Audits

Per [Minn. Stat. § 16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination

by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. [Minnesota Rules, part 5000.3500](#).
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement:

The grantee will comply with [Minn. Stat. § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Exhibit A: Application evaluation score sheet

A 100 – point scale will be used to evaluate eligible applications and develop final recommendations.

Evaluation Category	Maximum Points
Project has clearly defined objectives, tasks that describe how those objectives will be met, a realistic timeframe, and a detailed budget that includes reasonable and cost-effective expenses.	20
Organizations and specific individuals that will do the work on the project are well-qualified for their roles with the knowledge, skills and abilities to carry out the project successfully.	15
Project will benefit and engage communities within area(s) of concern for EJ. Points will be scored as follows: <ul style="list-style-type: none"> • 5 pts: project located in an EJ area • 5 pts: substantive engagement • 5 pts: project will yield benefits in an EJ area 	15
Project methodology effectively incorporates consideration of current climate trends and projections of future climate conditions and how the impacts are anticipated to affect the general location of the project.	10
The project will address a much-needed resiliency planning issue that can make a meaningful difference to the community's preparedness for Minnesota's changing climate, including human health impacts.	15
The project will provide results that position a tribal/local government to take further action, assign responsibility for implementation, and/or pursue further funding to implement the resilience project(s) for which planning was completed	15
The project is located in Minnesota outside the 7-county Metropolitan Area.	5
The project is a stormwater project to address localized flooding.	5
Total	100