



HUBBARD COUNTY Soil & Water Conservation District

Hubbard County Soil & Water Conservation District Conservation Practices Financial Assistance Policy Adopted October 14, 2020

Purpose

To provide financial and technical assistance to landowners for the installation of conservation practices and projects that reduce erosion, control sedimentation or improve and protect water quality to ensure the sustainable use of Minnesota's natural resources. Approved practices may include, but are not limited to, activities that:

Control nutrient run-off

Stabilize critical erosive areas

Divert runoff to protect and improve water quality

Reduce wind erosion

Control gully, rill or sheet erosion

Protect shore land from erosion

Control storm water runoff

Protect or improve surface and groundwater quality

Funding Sources

☐ BWSR State Cost-Share

☐ BWSR Local Capacity Services Cost-Share

☐ BWSR Watershed One Watershed One Plans:

___ Leech Lake River Shoreland Funds ___ Mississippi 1W1P ___ Crow Wing 1W1P

Eligibility Requirements

- ☐ Subject property is within Hubbard County, Minnesota.
- ☐ Follow BWSR Erosion Control and the most recent Water Management Program Policy commonly known as BWSR State Cost-Share Program
- ☐ Utilize appropriate BWSR, USDA NRCS or other approved practices and design standards
- ☐ Amenable to the program timeline and contracting process

NOTE: All Hubbard County Residents are eligible for technical assistance from SWCD. Please contact us if you'd like a packet of information regarding best management practices which you may learn about and implement on your own and/or a phone consultation about your project and possible eligibility for current cost-share grants.

<https://www.hubbardswcd.org/programs/> (Scroll down to Cost-Share Program)

Cost-Share Process and Procedures:

Application Process & Timeline (Application Deadlines: May 1st and September 1st)

- ☐ **Initial Application:** All Hubbard County SWCD request for technical assistance form must be submitted electronically or by mail with a **non-refundable fee of \$50** prior to the May 1st and September 1st deadline for applications. (make checks payable to Hubbard SWCD)

- All applications received by September 1st of any given year will be reviewed, ranked and prioritized according to need, impact and viability.
- **Site Visits Scheduled**
 - Site visits for high ranking projects will be scheduled. If your project is not selected for financial assistance you will be notified by phone and given the opportunity to schedule a site visit just for technical advice.
 - Fall applicants can expect a site visit in Sept-Oct
 - Spring applicants can expect a site visit in May-June
- **Project Proposal**
 - A formal project proposal will be prepared based upon site notes, landowner's vision and technician or engineer review.
 - If the landowner and Hubbard SWCD are in agreement about the proposal, all parties may sign the proposal and complete project design will begin.
- **Complete Project Design**
 - After all parties have signed the project proposal and the landowner has paid any project specific engineering fees, SWCD or Engineering will begin the complete project design which will include all installation procedures and material lists for implementation to be successful.
 - If the project design phase requires engineering assistance, the landowner is responsible to pay the engineering plan fee which varies from project to project based on size and complexity. If there is a fee, it will be disclosed on the formal project proposal document outlined above.
 - Project design may take up to 2 months depending upon workload. This step is best completed over the winter months whenever possible.
- **Project Design Review**
 - Upon design completion, a meeting must be scheduled to go over the project design with all stake holders.
 - If the design is acceptable to the landowner, Hubbard SWCD, and other stakeholders, then the landowner may sign the project agreement requesting that SWCD staff take the proposal to the next scheduled SWCD board meeting for approval and scheduling.
- **SWCD Board Approval**
 - If the SWCD board approves the project, then available funds from one of the above-mentioned grant sources may be allocated for the project implementation phase.
 - Depending on funding, the project may be scheduled to go ahead in the current fiscal year or the upcoming fiscal year.
 - Hubbard SWCD will notify the landowner in writing of the date they may begin the cost-shared portion of the project.
 - Any work that occurs before this date may not be covered by the grant funds. Please do not purchase supplies or begin work prior to the implementation start date unless you are comfortable paying for that part of the project 100% from your own pocket.
- **Project Implementation**
 - Hubbard SWCD or TSA8 engineering will provide a copy of the project plans to the landowner as well as a list of contractors who we have worked with before.
 - The landowner will contact contractors for bids and hire contractors to do work as required by the plan.
 - Landowners may choose to do physical labor themselves rather than hiring a contractor if they are able to do so according to the project plan.

Landowner physical labor may count as an in-kind contribution toward their portion of the cost-share project total price.

- Landowner will pay for supplies and contractor services, then they will bring the receipts to Hubbard SWCD for reimbursement.
- Current cost-share rates are Hubbard SWCD contributes 50% of the project cost and the landowner contributes 50% of the project cost plus any engineering fees as stated in the project proposal.
- Hubbard SWCD will reimburse the landowner 50% on eligible costs within 60 days of receiving receipts from the landowner (usually less time).

☐ **Project Completion and Maintenance**

- Following successful installation, SWCD or Engineering staff will conduct a site visit to sign off on installation and give final approval for remaining cost-share reimbursements to be issued.
- Landowner is responsible for maintaining the installed practices for the period agreed upon in the contract. Maintenance periods vary depending on practice and range from 5-20 years.
- SWCD staff will touch base with landowners periodically over the life of the maintenance period to provide additional technical advice as needed for the landowner to have a successful experience.

Conservation Practices

- ☐ Structural Practices
 - ☐ Grade Stabilization Structure NRCS 410
 - ☐ Grassed Waterway NRCS 412
 - ☐ Water and Sediment Control Basin NRCS 638
 - ☐ Other practices as determined by qualified technician/engineer
- ☐ Non-Structural Land Management Practices (NLMP) - Conservation Cover 327
- ☐ Follow all criteria set forth in Non-Structural Land Management Practices (NLMP) Implementation Plan as approved by SWCD Board of Supervisors and BWSR
- ☐ Well Decommissioning (Sealing) Practice NRCS 351
 - ☐ Sealing by MN Department of Health licensed well contractor
 - ☐ Provide SWCD copy of estimates from contractors
 - ☐ Provide SWCD copy of Well and Boring Sealing Record when completed

District Manager signature: _____

Date 10/14/2020

Title: Hubbard Co SWCD District Manager

Hubbard SWCD Board signature: _____

Date 10/19/20

Title: Hubbard Co SWCD Chair of Board

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hubbardswcd.org

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