

# Inspiring Communities Program Training

February 19, 2014

8 am – 4:30 pm

Saint Paul Housing and  
Redevelopment Authority (HRA)

# Overview of Inspiring Communities

# Who is on the Inspiring Communities team?

## **Leadership**

- Cecile Bedor
- Al Carlson

## **Project Managers**

- Joe Musolf
- Roxanne Young
- Sarah Zorn
- Marty McCarthy
- Tchu Yajh
- Jennifer Jordan

## **NSP Homebuyer Program**

- Michelle Vojacek

## **Admin/Property Mgmt**

- Vicki Lee
- Angela Simons
- Debra Brandis
- Cindy Carlson
- Nicole McCarthy
- Kurt Schultz
- Ashley Foell

## **Consulting**

- Michelle Bush and Lisa Archey, Corporate Facts
- Andy Barnett, Frogtown Rondo Home Fund

# What Are We Trying To Achieve?

## Program Goals:

- Utilize HRA owned property as a catalyst for neighborhood transformation
- Create job opportunity for local residents, as well as Section 3, minority, women, or small owned businesses
- Promote innovative, sustainable design and construction methods
- Create 130 housing units focused in cluster areas



*West Seventh rehabbed home*

# Request for Proposals

- Key points:
  - 77 HRA owned properties
  - \$2.89 million of subsidy
  - Compliance requirements:
    - Section 3
    - Affirmative Action
    - Vendor Outreach
    - Sustainability/Design Guidelines
    - Program Guidelines
  - A new RFP will be offered each time new funding is received



*Hudson property  
Dayton's Bluff Neighborhood*

# Who was awarded?

- GMHC/GFCDC (Marty)
- GFCDC (Marty)
- Preservation Alliance/GFCDC (Marty)
- Eden Builders (Tchu)
- DBNHS (Tchu)
- SPERO (Sarah)
- Habitat for Humanity (Roxanne)
- Urban Homeworks (Marty)
- PPL (Tchu)
- NeDA (Tchu)

# Funding Source Requirements

- **Housing and Redevelopment Authority (HRA) or Invest Saint Paul funds (ISP):** Flexible and locally controlled dollars. Timeline and types of activities can be adjusted with approval by the Saint Paul HRA.
- **Minnesota Housing Finance Agency Community Homeownership Impact Fund (MHFA):** State funding with timeline expectations and income limits for end occupants.
- **Local Housing Incentives Account (LHIA):** Funding from the Metropolitan Council with timeline expectations and income limits for end occupants.

# Funding Source Requirements

- **Neighborhood Stabilization Program (NSP) or Community Development Block Grant (CDBG) funds:** Federal dollars from the Department of Housing and Urban Development (HUD) that have specific requirements, including:
  - timeline for completing activities
  - restrictions about who can benefit from a project and
  - types of activities that can be paid for with the fundsRequirements are set at a federal level by Congress.

# Meeting Agenda

Tuesday, February 18, 2014

<b>Welcome and Intro</b>	Roxanne Young	<b>8:00 am - 8:15 am</b>
<b>Human Rights/Equal Employment Opportunity</b>	Tisidra Jones, Yia Thao, Dave Gorski	<b>8:15 am – 9:15 am</b>
<b>Getting Under Contract and Inspiring Communities Compliance</b>	Joe Musolf, Roxanne Young, Sarah Zorn	<b>9:15 am – 10:15 am</b>
<b><i>Break</i></b>		<b>10:15 am –10:30 am</b>
<b>Capitol Region Watershed District Rebate Program</b>	Gustavo Castro	<b>10:30 am – 11:00 am</b>
<b><i>Lunch break (on your own)</i></b>		<b>11:00 am –12:00 pm</b>
<b>Energy STAR v.3 for New Homes (cont.)</b>	Rick Cobbs	<b>12:00 pm –4:30 pm</b>



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# Contract Compliance

Be a leader in Contract Compliance in order to build and sustain superior opportunities in the areas of Workforce and Business Inclusion



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# Objectives

To obtain an understanding of the different areas of Contract Compliance handled by HREEO:

- a. Vendor Outreach Program (VOP)
- b. Affirmative Action & Equal Employment Opportunity (AA/EEO)
- c. HUD Section 3

Questions can be asked throughout the presentation, there will also be a Q & A at the end.



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# Vendor Outreach Program

Business Inclusion of Small Businesses (SBE),  
Minority-owned (MBE) and Women-owned (WBE)

Tisidra Jones



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# Applicability, Purpose & Certifications Needed

1. Applicability: VOP applies to all contract with the City of Saint Paul.
2. Purpose: The purpose of VOP is to maximize contracting opportunities for small, minority-owned and women-owned businesses
3. CERTification: To count towards business inclusion goals a small, minority-owned and/or women-owned business must be CERT certified



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# VOP Small Business Inclusion Goals

Overall goal of 25%, made up of:

MBE – 5%

WBE – 10%

SBE – 10%

✦ Based on total business opportunities.  
(Includes subcontractors and suppliers.)



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# Small Business Inclusion Goals

For companies with multiple certification types, they are applied in this order:

1. MBE
2. WBE
3. SBE

***Example:***

If a company is certified as M/W/SBE, they count toward the MBE goal first if that goal is not yet satisfied.

If the MBE goal is satisfied, the company counts toward the WBE goal.



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# CERT Database

1. To access the searchable CERT database, log in at <https://cert.smwbe.com>
2. To apply for CERT certification go to the website above and click on “Apply for Certification”



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# Good Faith Efforts

1. Solicit at least 5 certified companies for *each* subcontracting opportunity
  - a. Access to CERT collaborative database available.
2. Request assistance from minority and women community organizations and/or minority and women contractor groups
3. Where applicable, advise and make efforts to assist interested MBEs, WBEs, and SBEs to obtain bonds, lines of credit, or insurance required to perform the contract



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# Documenting Good Faith Efforts

1. Keep copies of
  - a) Bid lists
  - b) Responses = bid received
2. Be prepared to justify rejected bids
3. Document outreach efforts to business associations



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## Good Faith Efforts – Not Required If:

1. Project Goal is met or exceeded
2. The prime contractor submits evidence that it has already entered into binding contracts with **certified** subcontractors whose contract dollar amounts meet the levels of participation established for that prime contract.
  - a) A subcontractor is certified for the purpose of this subsection if it is certified before the award of the contract.



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# VOP Compliance – For Draw Requests

1. Updated ID of Prime and Subcontractors
2. VOP Compliance Reporting is done at:  
<https://stpaul.diversitycompliance.com>
3. Payment verification:
  - a) After second draw, subcontractors expected to be listed in B2Gnow with payment activity.
  - b) Draw requests will be held if....
    - i. Subcontractor is not listed in B2Gnow,
    - ii. There is no payment activity to the subcontractors recorded in B2Gnow.



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# Affirmative Action & Equal Employment Opportunity

Workforce Utilization

Yia Thao



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## Affirmative Action

Chapter 183.04 of the St. Paul Human Rights Ordinance states:

The City of Saint Paul Human Rights Ordinance, Section 183.04 of the Saint Paul Legislative Code and Rules Governing Affirmative Requirement in Employment requires persons who have been awarded or enter into a contract with the City and **meets or exceed \$50,000** within the preceding twelve month period to submit the company's Affirmative Action Program (AAP) to the City for certification. There is a **fee of \$75** to cover the costs of certifying their affirmative action compliance.



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# AA/EEO Workforce Utilization Goals

The City set forth a workforce utilization goal for City funded construction project of \$50,000 or more are expressed as a percentage of the total hours performed by female and minority construction workers.

**32% Minority Total Project hours**

**6% Female Total Project hours**



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# AA/EEO Required Documentation

- 1. Affirmative Action Program Registration**
- 2. Contract Compliance Form – *same form for all compliance area***
- 3. Identification of Prime and Subcontractors form – *same form for all compliance area***
- 4. Monthly Employment Utilization**



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# HUD Section 3

Economic Opportunities for Low-  
Income Residents



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# Goals

## Generally: Community economic development

1. Economic opportunities on the project go to low income residents in the neighborhood

## How to do that:

1. JOBS: hiring requirement of 30%
2. CONTRACTING: work with businesses that benefit and/or employ low-income residents
  - a) Construction: 10%
  - b) Non-construction (professional services): 3%

## Standard: “Greatest extent feasible”

1. Proactive outreach to get Section 3 on the project.
  - a) The earlier you start planning, the better.



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# JOB: Section 3 residents

Basically, low-income resident of the neighborhood

Low-income:

1. Examples:
  - a) Single person, less than \$44,750.
  - b) Family of four: \$63,900.
  - c) Measured by personal household income (count your spouse/partner/etc.)
2. Recipient of MFIP, SNAP, WIC, Reduced Lunch, Medicaid, etc.

“Neighborhood”

1. Ideally, what Saint Paul defines as a neighborhood
2. More generally: the City of Saint Paul
3. Most generally: Metropolitan Statistical Area (Saint Paul, Minneapolis, Anoka County, Dakota County, Hennepin County...even two counties in Wisconsin)



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# Contracting: Section 3 Businesses

Business in the neighborhood providing economic opportunity to Section 3 Residents

“Neighborhood”: Same definition as for residents

1. Bid preference: Business is generating opportunities for Saint Paul Section 3 Residents  
= Most preferable

## Notification

1. Utilize the City’s Section 3 business list, newspapers, trade associations, etc., to get the word out. Section 3 companies are entitled to notification of Section 3 opportunities



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## Section 3: Summary

Community Economic Development

Income-Based

Hiring Goals (30%)

Contracting Goals (10% and 3%)



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# How to put it into practice

Saint Paul Section 3 list

Working with community partners

Registering Section 3-eligible businesses and  
residents with the City

Collaborate with the City



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# Compliance

Bid Specifications: Section 3 contract must be in **EVERY CONTRACT** on a Section 3 project

## 1. **EVERY CONTRACT**

2. Developer agreement, prime contractor, 1<sup>st</sup> tier subs, 2<sup>nd</sup> tier subs, etc.

Before construction start

1. Action plan, detailing planned efforts to achieve Section 3 participation





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# Compliance

## During Project

1. Contracting updates
2. Hiring updates
3. Reports done quarterly
4. Payment updates (mostly monitored through Vendor Outreach)





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**Questions?**

# Inspiring Communities: Getting Under Contract

# Timeline

HRA Board Action	January 22 and February 12, 2014
Pre-Construction Training	February 19, 2014
Execution of development agreement	By March 31, 2014
Closing on property	By May 31, 2014
Developer completion of project	According to RFP response and HRA agreement

- Costs can begin to be incurred and scopes of work developed for projects now.
- Access to property can occur once the development agreement is signed. For rehab projects, contact your project manager to remove the HRA padlock. HRA will require access to developer's lock box.

# Development Agreement

- Once the agreement is signed, date the cover-page and page 1
- Insert the Name and Address of your title company on page 6.
- Insert the Name of the individual designated to be Representative of the Developer on page 28.
- Sign all three signature pages.

# Closing

- Provide Sworn Construction Statement (see Inspiring Communities web page for example).
- Construction plans as approved by HRA.
- Proof of insurance.
- Certificate of Good Standing of development entity.
- Items Delivered for HREEO Review:
  - Identification of Prime and Sub Contractors (see Inspiring Communities web page for the form).
  - Project Employment Utilization Form (see Inspiring Communities web page for the form).

# Inspiring Communities: Documenting Compliance

# Documenting Compliance

- The Developer is the ultimate responsible party for ensuring that projects are developed in compliance with the Development Agreement.
- Key things to pay attention to include:
  - HR/EEO language in contractor contracts/bid notifications
  - Inspiring Communities Design Guidelines in the scope of work before bidding
  - Project costs tracked against each address
  - Required forms from funding sources filled out

# Inspiring Communities

## Sustainability Requirements



*Partially complete rain garden in Payne-Phalen neighborhood*

- Apply to both rental and owner programs
- Require certification through Enterprise Green Communities (EGC) – ***using the Minnesota Overlay is not acceptable.***
- Full design standards are an appendix in the rental and homeowner manuals

# Abate Environmental Hazards

Federal funding sources on most Inspiring Communities properties require abatement of:

- **Lead and Asbestos:** Often present in homes built before 1978
- **Radon:** Can be present in both existing and newly constructed houses
- **Mold:** If it's present, abate and ensure any moisture issues are addressed

It is the Developer's responsibility to ensure these health hazards are treated appropriately.



*State mandated safety measures must be taken during abatement activities*

# Abate Environmental Hazards

Resources to learn more about environmental hazards include:

HUD guidance about lead abatement methods:

<http://www.hud.gov/offices/lead/lbp/hudguidelines/Ch12.pdf>

Minnesota Department of Health (MDH):

<http://www.health.state.mn.us/topics/healthyhomes/index.html>

Be aware that contractors performing lead abatement must notify and be certified by MDH. It is the Developer's responsibility to ensure all health hazards are abated in compliance with State law.

# Documenting Compliance

- Your RFP application is the basis for your contract
- Execute your work according to your RFP submittal
  - Local hiring plan
  - Affirmative marketing plan
  - Innovation
  - Construction timeline (from date of closing to permit close out/certificate of occupancy)
  - If a Section 3 certified developer based on Section 3 hiring (the third criteria), ensure the higher 25% utilization threshold is met

# Documenting Compliance

- Check the Inspiring Communities website for the following:
  - Checklist of required file documentation
  - Required forms are also posted on the website:

[www.stpaul.gov/inspiringcommunities](http://www.stpaul.gov/inspiringcommunities)

## Green Communities Resources

[Enterprise Green Communities Certification Portal](#)

[Green Products Guide](#) produced by the City of Minneapolis

## Developer Resources

*The following documents may be useful to developers preparing to respond to the Inspiring Communities RFP or other bidding opportunities and also once projects have been awarded.*

[Leverage funding sources](#)

[Sworn Construction Statement and Affidavit](#) - sample

[Notice to Proceed](#) - sample

[Draw and title tracking form](#) - sample

[Construction pay application](#) - sample

[Change order form](#) - sample

[Certificate of Substantial and Final Completion](#) - sample

[Dayton's Bluff Historic District Handbook](#)

[Scope of Work](#) - a Word version of sample scope documents can be found in the zip file

# Inspiring Communities: Draw Procedure

# Program Terms

- Funds provided by the HRA will be secured with a 0% interest note and mortgage, subordinate to private financing and forgiven once the property is complete and sold to an end occupant according to program requirements.
- **1<sup>st</sup> disbursement:** Property acquisition from the HRA. Up to the full amount of the HRA's sale price of the property can be financed.
- **2<sup>nd</sup> disbursement:** Up to ½ of remaining subsidy requested can be distributed at acquisition or upon sufficient expenditures to justify reimbursement.
- **3<sup>rd</sup> disbursement:** HRA staff will review actual costs incurred and adjust the final payment based on need. Remaining gap funds will be distributed upon sale to an eligible buyer, after all required program paperwork is submitted.

# How much subsidy is needed?

## Homebuyer

- For Homebuyer projects, the amount of subsidy or “value gap” required is a simple calculation:

**Total Development Costs – Sale Price = Value Gap**

Total Development Cost	\$367,500
Minus Sale Price	(\$220,000)
<b>Equals Value Gap</b>	<b>\$147,500</b>

# What happens if estimates are off?

## *If more gap is needed:*

- If costs are higher or sales price is lower, it should not be assumed the HRA will provide additional subsidy.
- Ensure your company has the development experience, market knowledge, and understanding of program terms and requirements to accurately estimate.
- If there are significant extenuating circumstances (i.e. substantial soil contamination), it may be possible to negotiate additional subsidy or be released from the requirement to build.

# What happens if estimates are off?

## *If less gap is needed:*

Wonderful!



The HRA will split the proceeds with you!\*

*(\*up to a cap of \$10,000)*

Net proceeds returned to the HRA will be recycled in future RFP rounds.

# Examples of Estimate Adjustments

	Original Estimate: Building A	More Gap Need: Building A	Less Gap Need: Building A
Acquisition	\$65,000	\$65,000	\$65,000
Soft Costs	\$75,000	\$65,000	\$55,000
Hard Costs	\$200,000	\$190,000	\$180,000
Developer Fee	\$27,500	\$25,500	\$23,500
<b>Total Development Costs</b>	<b>\$367,500</b>	<b>\$345,500</b>	<b>\$323,500</b>
Sale Price	\$220,000	\$180,000	\$220,000
<b>Value Gap Needed</b>	<b>\$147,500</b>	<b>\$165,500</b>	<b>\$103,500</b>
<b>HRA Value Gap</b>	<b>\$147,500</b>	<b>\$147,500</b>	<b>\$103,500</b>
Developer payment		(\$18,000)	
<b>Developer Net Proceeds of Sale</b>			<b>\$10,000</b>
<b>Adjusted Developer Fee</b>	<b>\$27,500</b>	<b>\$7,500</b>	<b>\$33,500</b>

In the red column, the developer accurately estimated construction costs, but didn't understand the market and over estimated sale price. As a result, the developer receives a lesser developer fee of \$7,500 from the project.

In the orange column, the developer was able to keep construction and soft costs low and also accurately estimated sale price. As a result, the developer receives a higher developer fee of \$33,500.

# Final disbursement

- The HRA will need to receive final close out forms before the final disbursement will be processed.
  - MHFA funding: Impact Fund Close-Out Form
  - CDBG funding: IDIS form
  - NSP funding: NSP Close-Out Form
  - Each program's final reporting includes:
    - Demographic information of end occupant
    - Final project costs and value gap determination
  - Enterprise Green Communities certification

# Inspiring Communities: Using Homebuyer Assistance

# Property Sales

- Developer is responsible for setting sales price and income qualifying occupants as required by funding sources.
- All purchasers are required to finance with a government insured, fixed rate mortgage.
- The maximum income for a household varies depending on funding sources used on a particular address. When more than one funding source is used, the most restrictive applies.

Funding Source	Household Income Limit
LHIA	60% AMI
CDBG	80% AMI
MHFA	115% AMI
NSP	120% AMI
HRA/ISP	No cap

# NSP Buyer Financing

- For properties with NSP funding only: The HRA has a program to provide affordability gap financing to end occupants.
  - Households at or below 80% AMI: \$5,000
  - Households between 81% - 120% AMI: \$2,500
- The financing is structured as a 0% interest mortgage and note subordinate to first mortgage financing. It is forgiven incrementally over a 5 year affordability period.
- If the buyer sells or refinances before the 5 year affordability period is complete, the balance of the mortgage is due and payable to the HRA.

# Questions?

Contact an Inspiring Communities Team Member:

Joe Musolf, 651-266-6594, [joe.musolf@ci.stpaul.mn.us](mailto:joe.musolf@ci.stpaul.mn.us)

Marty McCarthy 651-266-6552, [marty.mccarthy@ci.stpaul.mn.us](mailto:marty.mccarthy@ci.stpaul.mn.us)

Sarah Zorn 651-266-6570, [sarah.zorn@ci.stpaul.mn.us](mailto:sarah.zorn@ci.stpaul.mn.us)

Tchu Yajh 651-266-6592, [tchu.yajh@ci.stpaul.mn.us](mailto:tchu.yajh@ci.stpaul.mn.us)

Roxanne Young 651-266-6581, [roxanne.young@ci.stpaul.mn.us](mailto:roxanne.young@ci.stpaul.mn.us)

Jennifer Jordan 651-266-6598, [jennifer.jordan@ci.stpaul.mn.us](mailto:jennifer.jordan@ci.stpaul.mn.us)

# Evaluation

- Inspiring Communities staff want input from our developer partners about how to improve the next RFP
- The mandatory portion of the training is over
- Please fill out a survey before you leave, otherwise take a break and stay for CRWD and NEC presentations
- The next Inspiring Communities RFP is planned for fall 2014
  - All projects not awarded this round will be re-released
  - Some additional addresses will be included
  - Projected subsidy includes CDBG, MHFA, and HRA funds

Break!



# PARTNERSHIP WITH THE INSPIRING COMMUNITIES PROGRAM

INSPIRING COMMUNITIES RFP TRAINING

GUSTAVO CASTRO



CAPITOL REGION WATERSHED DISTRICT

# Outline

- 1) CRWD Services
- 2) Timeline
- 3) Documents
- 4) Rain garden Basics
- 5) Landscape Plan
- 6) Rain Garden Construction & Maintenance



# Saint Paul and CRWD Partnership

Capitol Region Watershed District (CRWD), with assistance from Ramsey Conservation District (RCD), provides design, technical and financial assistance to interested developers to enhance residential landscapes and achieve water quality benefits.

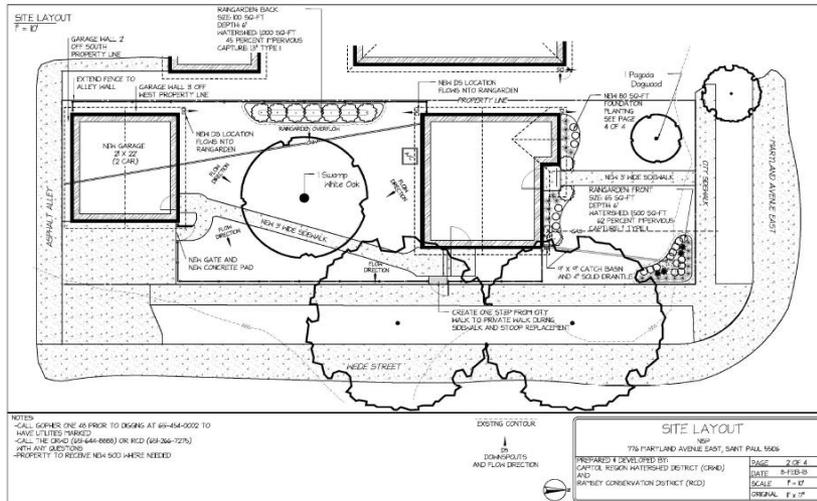


# Before and After



# CRWD Services

- *Site visit\**
- Free landscape design
- Construction oversight of landscaping
- Rebate for construction of rain gardens or other BMPs



# Timeline

## *Before landscape construction is started*

- 1) Developer contact CRWD and fill out the **Project Information Form**
- 2) Developer signs the **Developer Cooperative Agreement**
- 3) A site visit is scheduled if necessary, or a plan is sent to developer
- 4) Developer review plan set and cost estimate

## *After landscape construction is completed*

- 5) CRWD or RCD staff conduct a **final inspection** after project is completed
- 6) Developer make improvements if needed
- 7) CRWD sends out the rebate check



# Documents

## Policies

Project Information Form

Developer Cooperative Agreement

Final Inspection Form



### Capitol Region Watershed District POLICIES FOR INSPIRING COMMUNITIES PROGRAM PROJECTS

#### 1. Overview

Capitol Region Watershed District (CRWD) covers areas of Saint Paul, Roseville, Falcon Heights, Lauderdale and Maplewood. The area is highly developed -- about 42% impervious surfaces like streets and parking lots -- so CRWD offers technical and financial assistance to encourage private and public landowners to install clean water projects (i.e. rain gardens and rain barrels) that protect and improve the Mississippi River as well as lakes and streams within the district. This program promotes water quality improvement by focusing on the reduction of phosphorus, sediment and the overall volume of stormwater runoff leading to lakes and rivers.

#### 2. Grant Description

CRWD, with assistance from Ramsey Conservation District (RCD) provides design and technical assistance to interested developers who are required to implement water quality improvement projects on properties within CRWD boundaries. CRWD and RCD staff may provide a free site visit and develop an environmentally-friendly landscape plan that identifies and provides designs for stormwater best management practices (BMPs), such as rain garden(s), rain barrel(s) or other water quality improvement projects for your property. Project information is available to help you construct projects, and reimbursement funding may be available for your project.

#### 3. Application

Applications must be coordinated with the CRWD. To begin the application process fill out the *Developer Information Form* available at [www.capitolregionwd.org/page](http://www.capitolregionwd.org/page), and send it to:

Gustavo Castro  
Water Resource Specialist  
Capitol Region Watershed District  
[gustavo@capitolregionwd.org](mailto:gustavo@capitolregionwd.org)  
(651) 644-8888

If a landscape design, including environmentally-friendly landscape features, is not available RCD staff will develop one for each property. For designs not prepared by RCD, a complete application package must be submitted for review to ensure the project is consistent with CRWD water quality goals and objectives. If using your own design, submittals required for application consideration include:

- Developer Information Form (available at [www.capitolregionwd.org/page](http://www.capitolregionwd.org/page))
- Project designs including approximate size and drainage area
- Cost estimate



# Documents

Policies

## Project Information Form

Developer Cooperative Agreement

Final Inspection Form



Capitol Region Watershed District  
1410 Energy Park Drive, Suite 4  
Saint Paul, MN 55108  
Capitolregionwd.org  
(651) 644-8888

### DEVELOPER INFORMATION FORM

Please submit form and required materials to:  
Gustavo Castro  
[gustavo@capitolregionwd.org](mailto:gustavo@capitolregionwd.org)  
Fax: (651) 644-8894

#### DEVELOPER INFORMATION

COMPANY'S NAME

STREET, NUMBER CITY ZIP

#### CONTACT PERSON

FIRST NAME LAST NAME M.I.

OFFICE PHONE CELLPHONE EMAIL ADDRESS

#### MAILING ADDRESS

SAME AS DEVELOPER ADDRESS

STREET, NUMBER CITY ZIP

#### PROJECT INFORMATION

NEW CONSTRUCTION  RENOVATION START DATE DEADLINE DATE

STREET, NUMBER CITY ZIP

#### PROJECT DESCRIPTION (To be completed by CRWD Staff)

Large text area for project description.

#### ELIGIBLE PRACTICES (To be completed by CRWD Staff)

PRACTICES

#### PROJECT COST (To be completed by CRWD Staff)

Project cost field.

DRAFT



# Documents

## Policies

### Project Information Form

### Developer Cooperative Agreement

### Final Inspection Form



#### Capitol Region Watershed District DEVELOPER COOPERATIVE AGREEMENT

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_, 2014 between Capitol Region Watershed District (CRWD) and \_\_\_\_\_ (Developer) for services and costs related to designing and constructing stormwater Best Management Practices (BMPs) on properties funded by the Saint Paul Housing and Redevelopment Authority's (HRA) Inspiring Communities Program.

#### WITNESSETH:

WHEREAS, the developer has been selected by the HRA to purchase and rehabilitate foreclosed, vacant Properties made available by the HRA.

WHEREAS, the Developer is acquiring and redeveloping foreclosed and vacant Properties within targeted areas in the City of Saint Paul, using funding provided through the Inspiring Communities Program.

WHEREAS, the Developer seeks CRWD's assistance in preparing landscape plans for Properties that include stormwater BMPs, such as rain gardens, swales, and rain barrels, to minimize stormwater volume from the whole property and improve stormwater quality; and

WHEREAS, CRWD has a Stewardship Grant Program for Saint Paul residents and other entities residing or working in CRWD that provides technical design assistance and cost-share grants as defined by CRWD's 2010 Watershed Management Plan; and

WHEREAS, the goals of CRWD's partnership with the Inspiring Communities Program include improving water quality by decreasing and/or treating stormwater runoff from residential properties in CRWD; and

WHEREAS, CRWD and the Developer seek to minimize stormwater runoff from Properties and improve water quality of the Mississippi River; and

#### NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. CRWD will prepare, at CRWD's cost, a landscape plan for Properties that shall include stormwater BMPs, such as rain gardens, swales, and rain barrels, as well as general landscaping features.
  - The Developer shall construct stormwater BMPs in accordance with the technical standards and specifications of the CRWD approved plans attached and incorporated into this contract as Exhibit A.

The Developer will permit the CRWD at its cost and discretion, to place reasonable signage on Property informing the public about the BMP and the CRWD Stewardship Grant Program.



# Documents

## Policies

### Project Information Form Developer Cooperative Agreement Final Inspection Form



Capitol Region Watershed District  
1410 Energy Park Drive, Suite 4  
Saint Paul, MN 55108  
Capitolregionwd.org  
(651) 644-8888

INSPIRING COMMUNITIES PROGRAM  
FINAL INSPECTION FORM

#### PROJECT INFORMATION

COMPANY'S NAME	ELIGIBLE PRACTICE(S)
----------------	----------------------

CONTACT NAME	CELLPHONE	EMAIL ADDRESS
--------------	-----------	---------------

#### Project Address

STREET, NUMBER	CITY	ZIP
----------------	------	-----

#### INSPECTOR INFORMATION

FIRST NAME	LAST NAME	ORGANIZATION
------------	-----------	--------------

OFFICE PHONE	CELLPHONE	EMAIL ADDRESS
--------------	-----------	---------------

#### STATUS

Landscape and Stormwater BMP(s) constructed according to plan  Landscape and Stormwater BMP(s) not constructed according to plan.

#### IMPROVEMENTS NEEDED

--

#### PICTURES

--	--

I verify that the BMP were installed according to plan.

Inspector Signature	DATE
---------------------	------

DRAFT





# LANDSCAPE DESIGN AND RAIN GARDEN CONSTRUCTION

INSPIRING COMMUNITIES RFP TRAINING

JOE LOCHNER



CAPITOL REGION WATERSHED DISTRICT

# What is a Rain Garden

Gardens with depressions that are designed to catch rainwater runoff using plants that can tolerate partial flooding on occasion.



# What is a Rain Garden



Dakota County SWCD



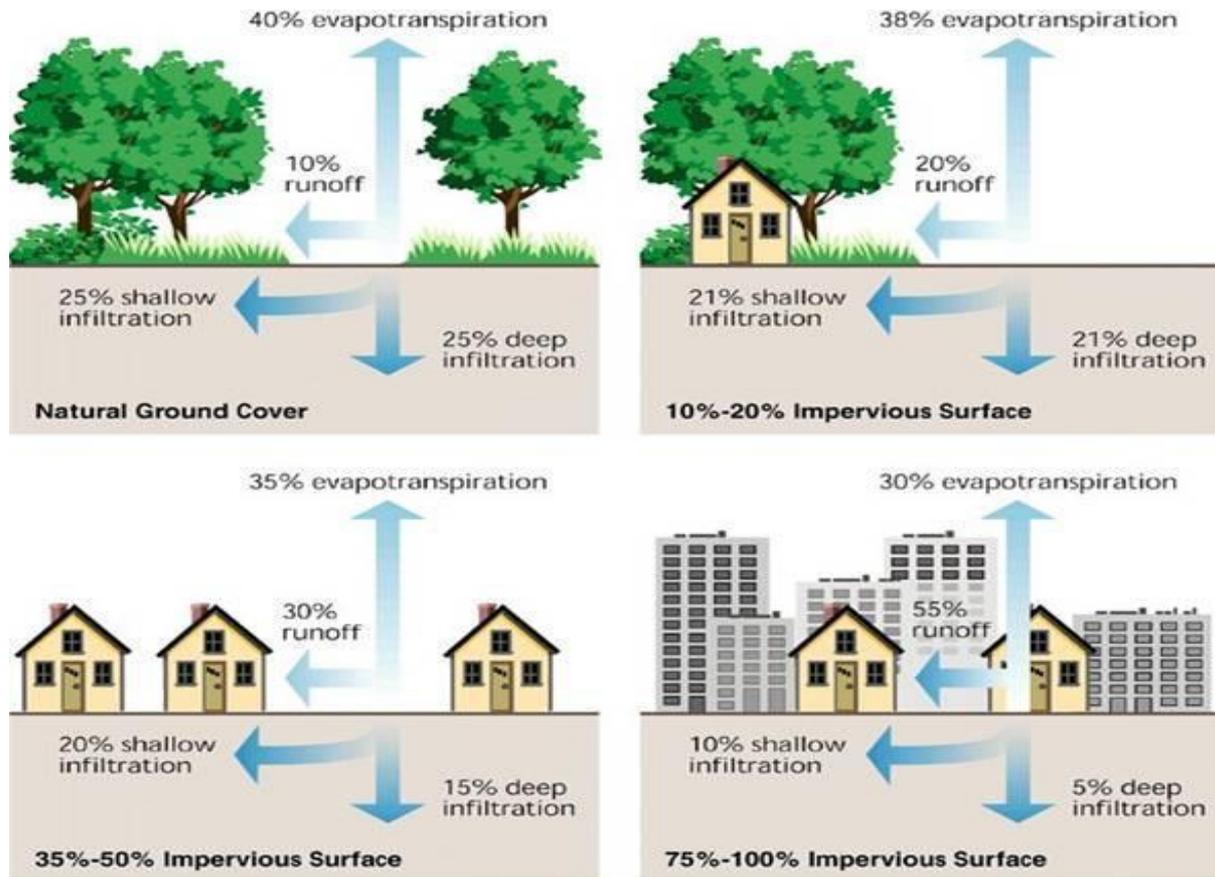
Washington Conservation District

# Why Rain Garden?



Photo: Dakota County SWCD

# Conventional Urban Development



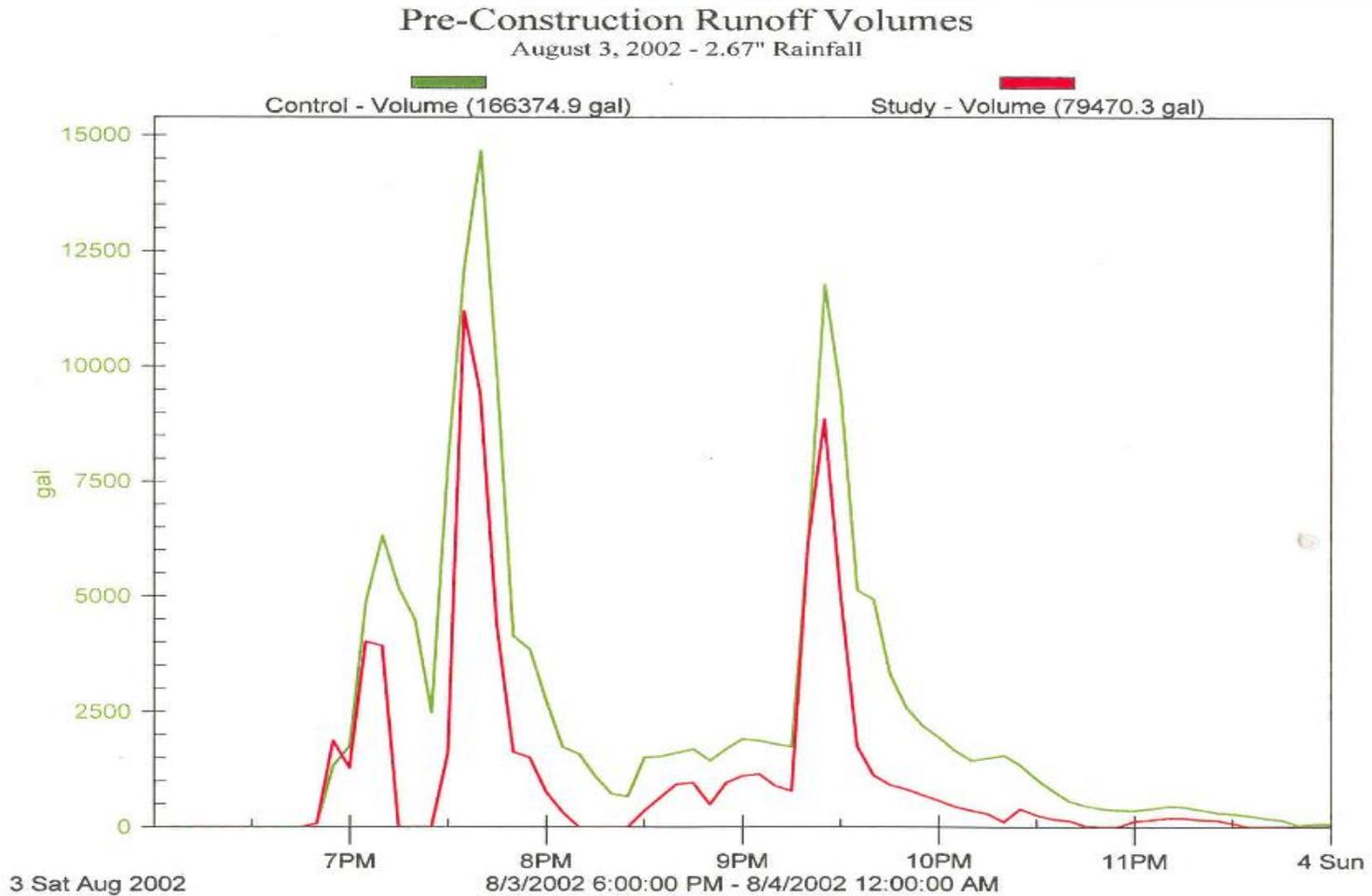
NRCS



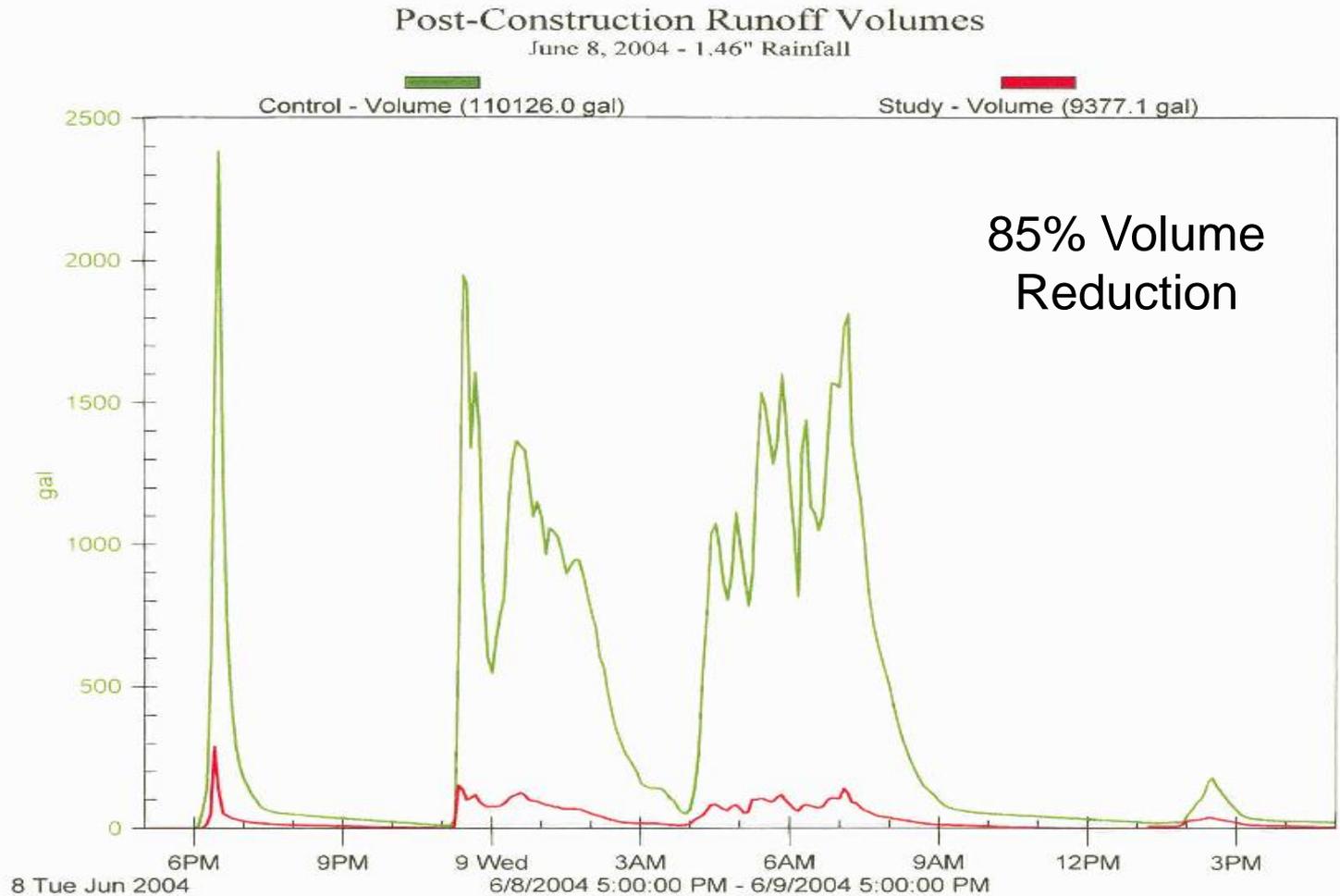
# Why Rain Garden?



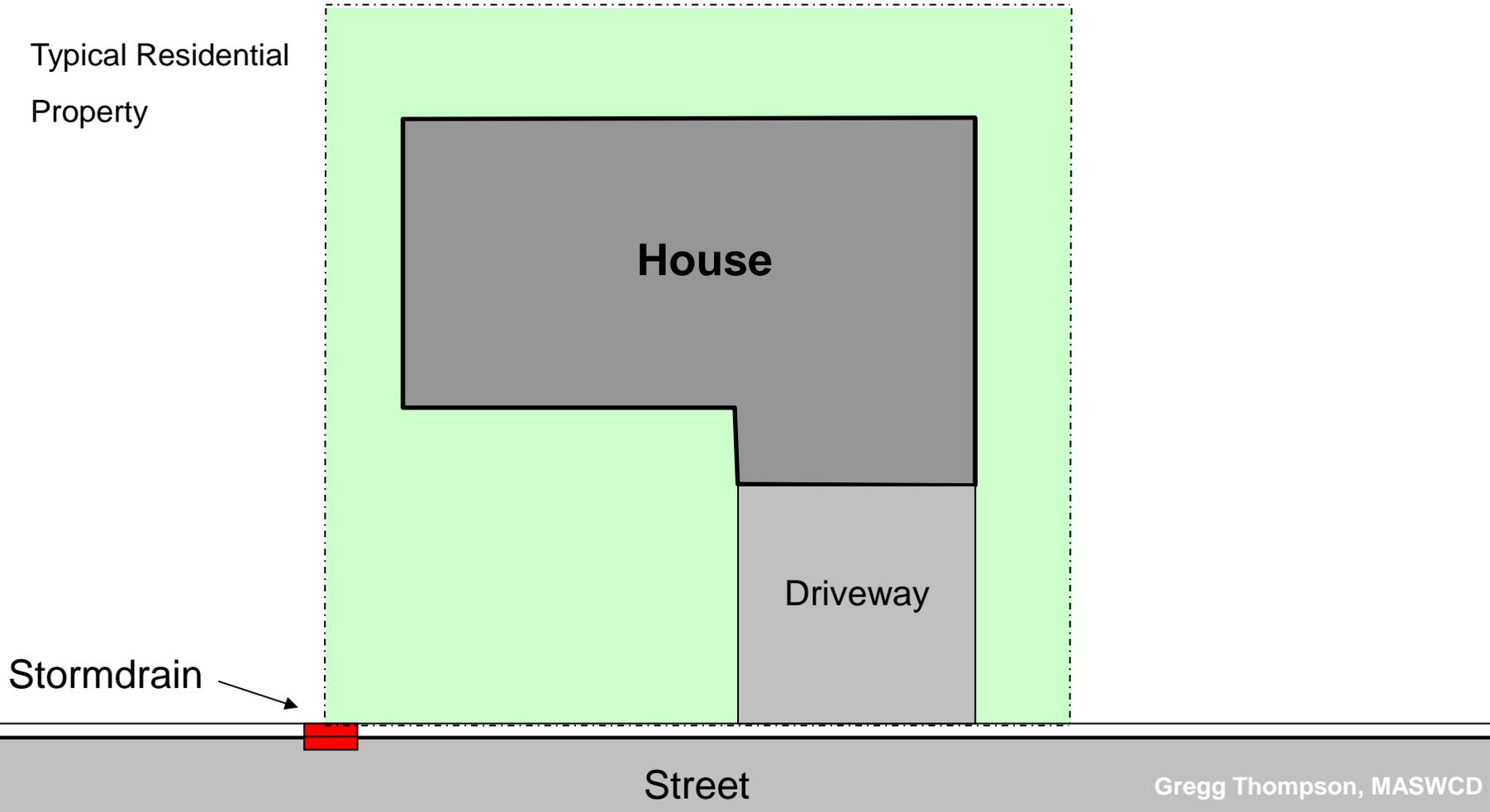
# Why Rain Garden?



# Why Rain Garden?



# Every home has a big Impact



# Every home has a big Impact

Typical Residential Property

+ "Green Concrete" Compacted Lawn  
8,390 s.f. "impervious" x 1" rain (if infiltrates first 1/4" of rain)  
= **3,880 gallons of runoff**

1,500 s.f. house (& patio) x 1" rain  
= **925 gallons of runoff**

1,000 s.f. driveway x 1" rain  
= **617 gallons of runoff**

In a 1" rainfall  
Potential Runoff:  
**5,422 gallons**

with 30" yearly precipitation  
Potential Runoff:  
**171,532 gallons/yr**

Stormdrain

Street

Gregg Thompson, MASWCD

# Landscape Plan

- Site plan showing the entire lot
- *New sidewalks, driveways, steps and other structures\**
- New site grades when necessary
- Rain garden(s) design
- Typical cross section of rain garden
- Garden bed plantings 1-2 trees per site, if none present



# Rain Garden Design

Rain garden(s) design include:

- location, size, source of water, any drainage structures
- Plant schedule that has type, quantity and size of plants
- Notes/instructions for planting/building site

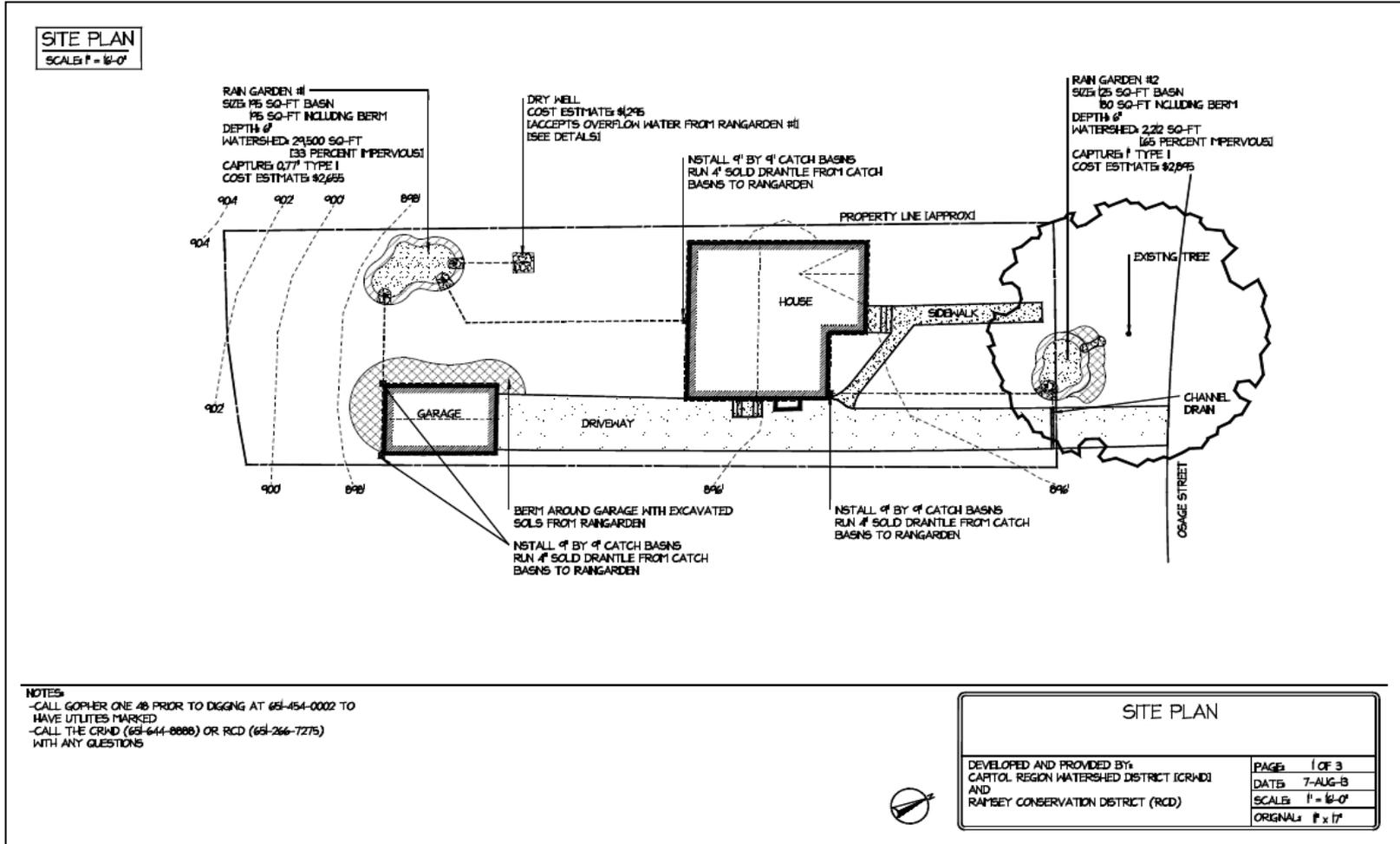


# Plant Goals

- Plants that survive with very minimal attention from homeowner
- Plants that have a showy element
- Improve curb appeal whenever possible, given site conditions

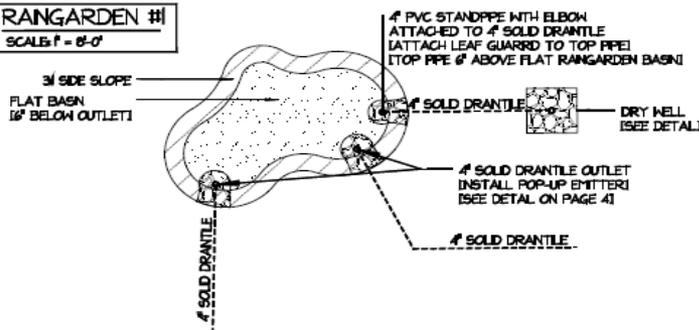


# Landscape Design

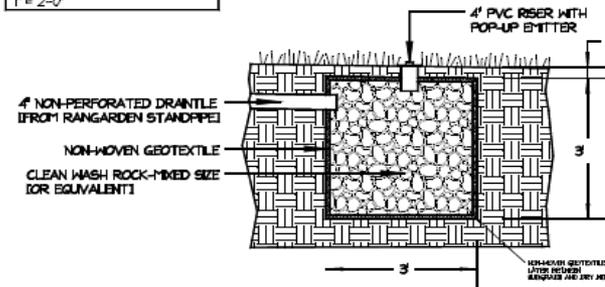


# Construction Details

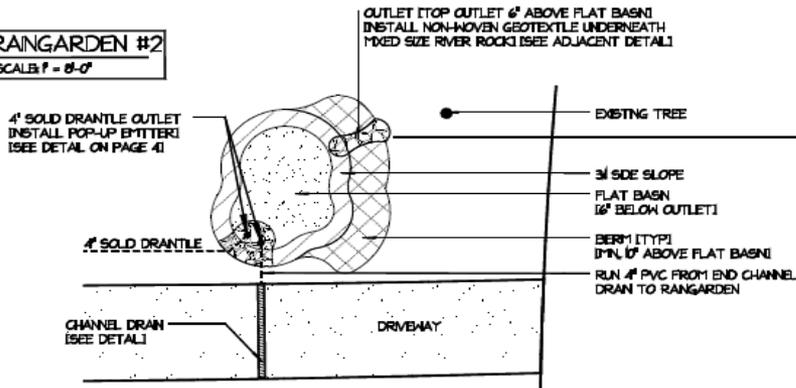
**RANGARDEN #1**  
SCALE: 1" = 8'-0"



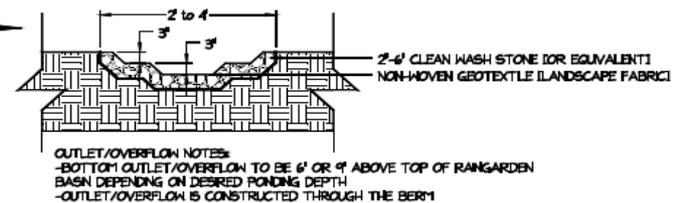
**DRY WELL DETAIL**  
1" = 2'-0"



**RANGARDEN #2**  
SCALE: 1" = 8'-0"



**OUTLET/OVERFLOW**  
SCALE: 1" = 2'-0"



**NOTES:**

- CALL GOPHER ONE 48 PRIOR TO DIGGING AT 65-454-0002 TO HAVE UTILITIES MARKED
- CALL THE CRWD (65-644-8888) OR RCD (65-266-7275) WITH ANY QUESTIONS

- EXCAVATE RANGARDEN WITH TRACKED EQUIPMENT ONLY (NO WHEELED MACHINES)
- USE EXCAVATED MATERIAL TO CREATE BERM (IF NEEDED ON PLAN)
- WRAP BERM WITH EROSION CONTROL BLANKET AND SECURE PER MANUFACTURER'S DIRECTIONS
- RP UNDERLYING SOL 6-12" TO REMOVE COMPACTION
- ADD EDGING

**RANGARDEN LAYOUTS**

DEVELOPED AND PROVIDED BY:  
CAPITOL REGION WATERSHED DISTRICT (CRWD)  
AND  
RAMSEY CONSERVATION DISTRICT (RCD)

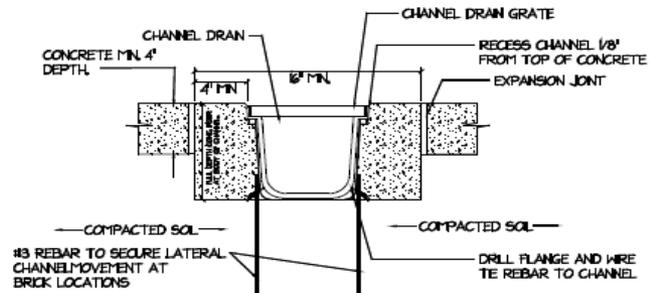
PAGE: 2 OF 3  
DATE: 7-AUG-18  
SCALE: NA  
ORIGINAL: 11" x 17"



# Construction Details

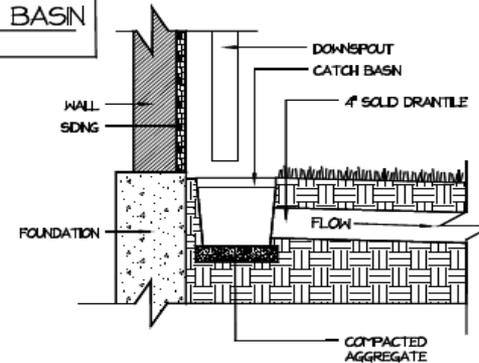
## CHANNEL DRAIN DETAIL

SCALE: NTS



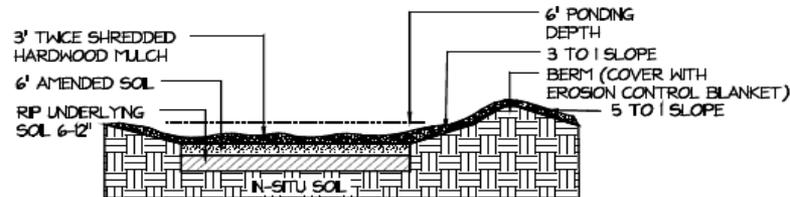
## #3: CATCH BASIN

SCALE: NTS



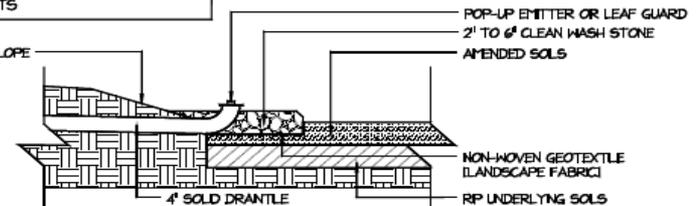
## #2: RAINGARDEN SECTION

SCALE: NTS



## #4: ROCK SUMP INLET

SCALE: NTS



### NOTES:

- CALL CORNER ONE 48 PRIOR TO DIGGING AT 651-454-0002 TO HAVE UTILITIES MARKED
- CALL THE RCD WITH ANY QUESTIONS
- EXCAVATE RAINGARDEN WITH TRACKED EQUIPMENT ONLY (NO WHEELED MACHINES)
- USE EXCAVATED MATERIAL TO CREATE BERM (IF NEEDED ON PLAN)
- WRAP BERM WITH EROSION CONTROL BLANKET AND SECURE PER MANUFACTURER'S DIRECTIONS
- RIP UNDERLYNG SOIL 6-12" TO REMOVE COMPACTION
- ADD EDGING

- PLACE 6" AMENDED SOIL (75 PERCENT COURSE WASHED SAND AND 25 PERCENT MNDOT GRADE 1 COP-POST)
- ADD 3" TWICE SHREDDED HARDWOOD MULCH (NOT CHIPS)
- GENTLY BREAK UP ROOT BALL TO ENCOURAGE NEW GROWTH
- PLANT PLUGS DIRECTLY THROUGH MULCH
- PLANT IN GROUPS OF 4-6 OR AS SHOWN
- WATER IMMEDIATELY AFTER PLANTING
- ENSURE PLANTS GET 1" OF WATER PER WEEK THROUGH THE FIRST FULL GROWING SEASON
- MONITOR OFTEN AND WEED AS NEEDED

## RAINGARDEN LAYOUTS

DEVELOPED AND PROVIDED BY:  
CAPITOL REGION WATERSHED DISTRICT (CRWD)  
AND  
RAIFSEY CONSERVATION DISTRICT (RCD)

PAGE	3 OF 3
DATE	7-AUG-8
SCALE	N/A
ORIGINAL	11" x 17"



# Rain Garden Construction I

- Shallow (3” to 9”max. deep) depressions
- Surface should be dry in 48 hours (or less)
- Soil amendments needed ( typically compost)
- Planted with deep-rooting plants (natives work well)
- Design as a landscape feature (“natural”, formal, or in-between)
- Design to integrate into landscaping
- Select plants to attract wildlife (for multiple benefits)



# Rain Garden Construction II

- Verify all utility locations
- Avoid excavating over buried utilities, or dig with hand tools.
- Remove sod (with sod cutter)
- Excavate rain garden 3” inches greater than design depth
- **Avoid compaction**
- Use excavated soil for grading work on-site, if suitable
- Place and secure erosion control blanket on berm

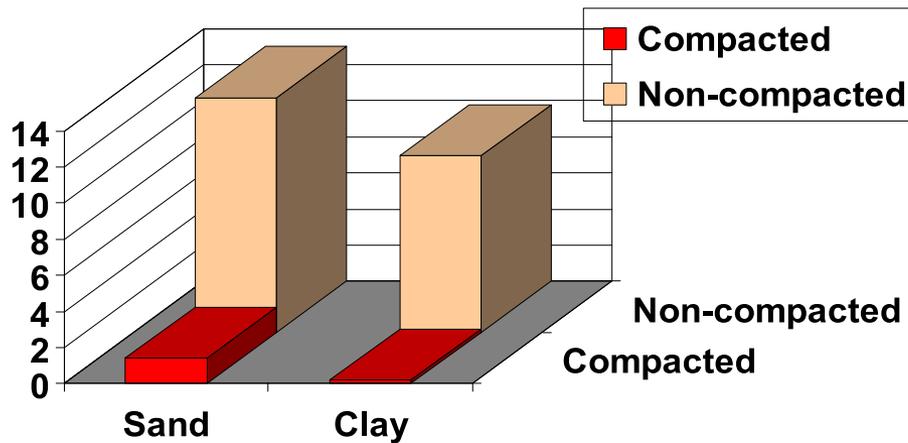


# Rain Garden Construction III

- Construct any inlet/outlet pipes marked on the plan
- Backfill rain garden with amended soil to finished dimensions  
*Typically 6 inches in depth and 3:1 side slopes*
- Place 3" double shredded hardwood mulch in rain garden
- Plant recommended plant species.  
*Use guidelines provided on plant tags.*
- Water plants immediately after planting and weekly for 3 weeks

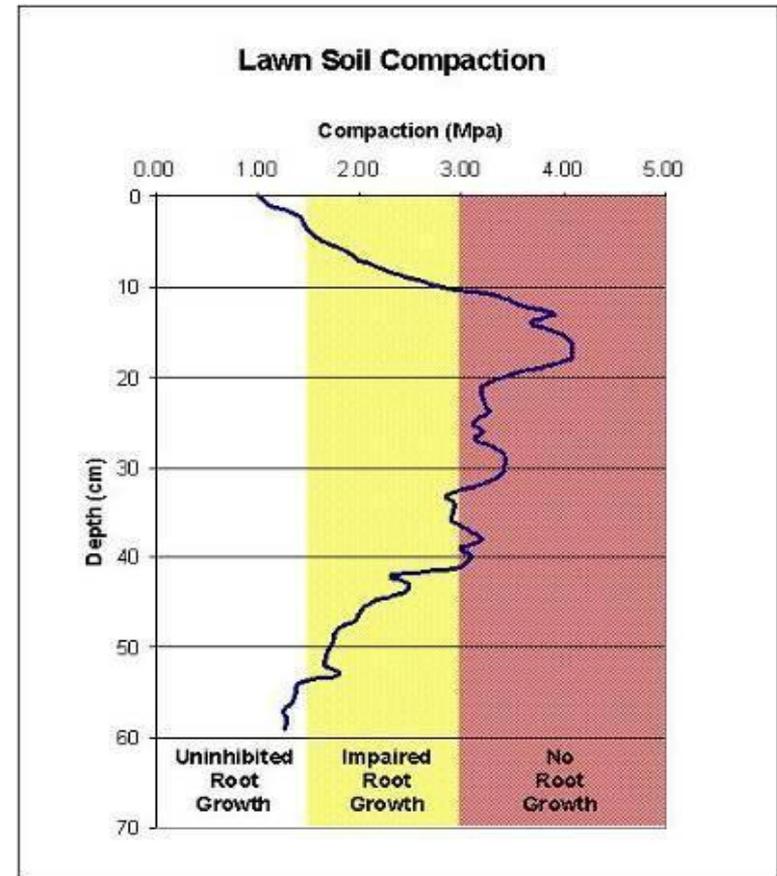


# Rain Garden Construction IV



Infiltration Rates	Non-compacted (in/hr)	Compacted (in/hr)
Sand	13 in/hr	1.4 in/hr
Clay	9.8 in/hr	0.2 in/hr

Pitt, et al



Barten, Jahnke, 2002

# Rain Garden Maintenance

- Ensure plants get 1" of water per week, watering 2-3 times
- Weed rain garden as needed
- Monitor for plant establishment, erosion, ponding water, etc.
- Replace dead plants, or mulch as needed to ensure a 3" layer



# Questions?

**Gustavo Castro, Water Resources Specialist  
Capitol Region Watershed District**

1410 Energy Park Drive, Suite 4  
Saint Paul, MN 55108  
651-644-8888  
gustavo@capitolregionwd.org

**Joe Lochner, Design and Project Management  
Ramsey Conservation District**

1425 Paul Kirkwold Drive  
Arden Hills, MN 55112  
651-266-7273  
joseph.lochner@co.ramsey.mn.us



# Lunch

- Within walking distance:
  - El Burrito Mercado
  - El Amanecer
  - Cora's Chicken Wings
- Within driving distance:
  - Boca Chica Taco House
  - Boca Chica Restaurant
  - Burger King

# Thank you for joining us!

