



Rain Gardens Winona 2016

Introduction:

The City of Winona is providing a 50% cost-share grant up to a maximum of \$250 per project for a limited number of residential demonstration rain gardens. A rain garden that is funded by this grant must be a tool that will help others learn about rain gardens and encourage people to create their own rain garden. There for grant recipients must agree to these educational efforts:

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

Applications and Project Awards:

Applications will be accepted February 1, 2016 through June 27, 2016 for projects to be installed in the 2016 growing season. Applicants will be asked to identify their likely planting period. Applications will consist of completed Application Documents and signed Agreement Form. A signed Agreement does not guarantee a grant award. If selected, you will receive a Grant Award Letter. It is the responsibility of the applicant to keep copies of all submitted documents on file. Incomplete applications will not be considered for funding. Please be sure to provide all the information requested and write legibly. If you have questions, contact Healthy Lake Winona via email at HealthyLakeWinona@gmail.com.

Proposals post-marked or delivered to the Winona Public Works office by 3 pm on June 27, 2016 will be reviewed together and ranked according to the criteria listed below. Cost-share grants will be awarded to the highest ranked projects. The number of awards given is dependent on the number of qualified applicants. The recipients will be notified by July 1, 2016.

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

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Eligibility and Ranking Criteria:

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

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

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

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

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Eligible Expenses:

This cost-share program will reimburse up to 50% of project expenses up to a maximum of \$250. The following items are eligible costs:

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

Do not start construction of your project until receipt of a Grant Award Letter from the City. COST SHARE FUNDING IS A REIMBURSEMENT for documented costs occurring *after* the notification of grant award. After all program requirements have been met and approved, including a site visit to verify project completion and success, a request for reimbursement may be made. The reimbursement request must include receipts for materials and services purchased. Additionally, an itemized list of donated materials and their value needs to be provided, along with the number of volunteer hours for labor, as documented in the activity log. Before the reimbursement is granted, participants must have submitted a completed *Rain Gardens Winona* Registration Form. All reimbursement requests for projects completed within a fiscal year must be submitted no later than December 31 of that year. Reimbursement requests are typically processed within 30 days of receipt. Costs incurred before the project was approved will not be reimbursed.

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Application Guidelines:

Please write legibly on all forms. Please submit pages 4 – 10. Submission materials must be no larger than 8.5” x 11” in size, single sided, and bound only by a paper clip. No other formats will be accepted. Pictures may be submitted digitally on a CD or as a hard copy no larger than 8.5” x 11” in size. Remember to keep a copy for your files. Questions can be directed to Healthy Lake Winona at HealthyLakeWinona@gmail.com.

Please submit your complete application to:

Winona Public Works Department
Attn: Keith Nelson
207 Lafayette St., Room 200
Winona, MN 55987

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

7. My rain garden design is (check one): -Contractor Designed -Self-designed
8. Rain gardens need weeding, watering, and mulching to preserve their health and function. At a minimum, you will need to cut or pull dead vegetation each spring and weed it 2 to 3 times per growing season. Check which box indicates your maintenance plan: -Contractor Maintenance -Self-maintained





9. Does the proposed location meet the following criteria? (Check box if yes.)
- Garden is at least 10' from buildings, including those on neighboring properties
 - Garden is not over buried utilities (electric, phone, cable, storm sewer, sanitary sewer, water)
 - Garden is not over septic system
 - Site has passed a percolation test. (dig a hole 6" deep, fill with water, confirm water has completely drained away in a 24 hour period)

10. The size of a rain garden depends on how much space is available on your grounds and how much water you can capture. Learn how to calculate the size of a rain garden using pages 8-10 of Rain Gardens: A How-to Manual for Homeowners <http://dnr.wi.gov/topic/shorelandzoning/documents/rgmanual.pdf>

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

Drainage Area	Area in sq. ft.
<input type="checkbox"/> -House roof – describe which portion(s):	
<input type="checkbox"/> -Garage roof – describe which portion(s):	
<input type="checkbox"/> -Driveway (only the portion that slopes to the rain garden):	
<input type="checkbox"/> -Patio:	
<input type="checkbox"/> -Other (please describe):	
Total Drainage Area	

11. Rain garden depth is based on the slope of the site where the garden is to be located. Learn how to calculate the slope on page 12 of Rain Gardens: A How-to Manual for Homeowners <http://dnr.wi.gov/topic/shorelandzoning/documents/rgmanual.pdf>

Check to box which corresponds to the slope at your rain garden site.

- Slope less than 4% - Rain garden depth should be 3-5"
- Slope between 5-7% - Rain garden depth should be 6-7"
- Slope between 8-12% - Rain garden depth should be 8"
- Slope 12% or greater-Not suitable for a rain garden





12. The soil type at your rain garden site will affect how quickly water is absorbed. In the city of Winona chances are that your soil is sand or gravel although there are deposits of silt and clay. Learn how to determine the soil type at your rain garden site on page 9 of Rain Gardens: A How-to Manual for Homeowners <http://dnr.wi.gov/topic/shorelandzoning/documents/rgmanual.pdf>
 Check to box which best describes the soil at your rain garden site.

- Sandy
- Silty
- Clayey

13. Rain garden size is calculated using the size of the drainage area you intend to serve (see #10), the depth of the rain garden based on the slope of the site (see #11) and the type of soil at the site (see #12) and the distance your rain garden will be from the downspout or drainage area. Based on the soil, rain garden depth and distance from drainage area select a size factor from the charts below.

	Rain gardens less than 30' from downspout			Rain gardens more than 30' from downspout
	3-5" deep	6-7" deep	8" deep	All depths
Sandy Soil	.19	.15	.08	.03
Silty Soil	.34	.25	.16	.06
Clayey Soil	.43	.32	.20	.10

Area (from #10) _____ times _____ Factor (from #13) = Rain Garden size _____

For example, if your drainage area was one side of a 10 by 15 foot roof the area = 150 square feet. If this is on flat ground the depth would be between 3-5". If your rain garden will be 10 feet from the garage downspout, with the 3-5" depth, your factor would be .19. Thus the size of your rain garden should be 150 * .19 = 28.5 or around 30 square feet. You could do an oval, or kidney shaped garden with approximate dimensions of 5' by 6'.

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

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





15. Estimate the number of plants you intend to purchase for your rain garden using the spacing guidelines noted below. Native plant species or their cultivars that originate within 200 miles of Winona are recommended and from businesses that guarantee they are free of neonicotinoids. See Appendix for a list of resources.

Spacing Guidelines	
Plugs (\$2-\$3 ea)	12" – 15" spacing (therefore, ~100 plants/100 sq ft of garden)
2"- 4" pots (\$5 ea)	15" – 18" spacing (therefore, ~56 plants/100 sq ft of garden)
6" + pots (\$8 ea)	Spacing depends on species
Shrubs	Spacing depends on species

Plant Species	Number of Plants	Price Each	Price Total
Grand Total =			





16. Sketch your proposed rain garden plan below (or attach a separate sheet) giving approximate dimensions, showing it's relationship to your home and street, property lines, and noting the plant types you plan to use in each area. Sketches must include the distance from all buildings, including those on neighboring properties that are within 100 feet of the proposed rain garden. For examples see page 5 of Rain Gardens: A How-to Manual for Homeowners <http://dnr.wi.gov/topic/shorelandzoning/documents/rgmanual.pdf>

A large grid for sketching a rain garden plan. The grid is composed of 20 columns and 30 rows of small squares.

17. Estimate labor costs using the table below:

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Planning	
Locating site, garden design, percolation test, soil texture assessment	\$100 reimbursable costs
Garden Construction	Time Estimate (in hours) = (rain garden size in ft² by 3 minutes per ft²) divided by 50 minutes
Sod removal	
Soil excavation	
Soil amendment	
Planting	
Mulching	
Weeding	
Other:	
Total Hours=	

Labor Cost = _____ **x \$50/hr** **+ \$100** **= \$** _____
 (Total # of hours) Construction Labor Planning Allotment Total Labor Expense

18. My rain garden will be installed by (check one): -Me -Contractor

19. Materials Estimate

Material	Unit Costs	Size (ft ²)	Cost per ft ²	Multiplier	Total
Soil amendments if needed (compost, sand, and peat moss mixture)	\$0.15 per ft ² at a depth of 1 inch		\$	Depth of amendment in inches= 1	\$
Shredded hardwood mulch	\$0.25 per ft ²		\$	2.0	\$
Material Subtotal A=					\$

Method for Water to Enter the Garden (check those that apply)	Materials and Amount (give size and quantity)	Cost
<input type="checkbox"/> Extended downspout		\$
<input type="checkbox"/> Buried or overland pipe or drain tile		\$
<input type="checkbox"/> Across lawn	N/A	\$
<input type="checkbox"/> Vegetated swale		\$
<input type="checkbox"/> Dry Creek (rock, no plastic liner)		\$
<input type="checkbox"/> Stone or concrete spillway		\$
<input type="checkbox"/> Other (list):		\$
Material Subtotal B =		

Total Materials (Subtotal A + Subtotal B) = _____





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

Item	Total
Plant Materials (see #15)	\$
Labor (Planning and Construction) (See #16)	\$
Materials (see #18)	\$
Total Cost	\$
Cost Per Square Foot (Total Cost / Rain Garden Size (see #13)	\$

21. I, or representatives of my family, voluntarily attended the following classes in preparation for this application:
-Rain Garden 101 (Earthday) -Rain Garden Grant Writing Workshop
This is highly recommended but not required of applicants

22. Check any other management practices currently being used to treat stormwater on your property:
-Rain Barrel -Stormwater Pond -Down Spout/Sump Diffuser -Other (describe below)

Additional Resources

University of Wisconsin Extension Raingarden How-To Manual for Homeowners

<http://dnr.wi.gov/topic/shorelandzoning/documents/rgmanual.pdf>

Metro Blue Thumb Program Website www.bluethumb.org/raingardens/

Maplewood, MN Rainwater Gardens Website www.ci.maplewood.mn.us/index.asp?NID=1034

North Carolina State University Extension Building a Backyard Rain Garden Website

www.bae.ncsu.edu/topic/raingarden

The Rain Garden Network <http://www.raingardennetwork.com/>

U of MN Extension Gardening Information

<http://www.extension.umn.edu/environment/shoreland/lake-home-and-cabin-kit/docs/raingarden.pdf>

<http://www.extension.umn.edu/garden/yard-garden/landscaping/best-plants-for-tough-sites/docs/08464-rain-garden.pdf>

<http://www.extension.umn.edu/Garden/yard-garden/landscaping/your-sustainable-yard-tips-for-a-healthy-yard-and-environment/doc/water-wisely.pdf>

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Rain Gardens Winona Agreement

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

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

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

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

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

Applicant's Signature _____

Applicant's Name (Please print) _____

Date: _____ Date Received by the Winona Public Works Department: _____





Appendix:

There are several area companies that can assist people by designing rain gardens, supplying perennial plants (native plants or cultivars from within 200 miles of Winona are recommended), and/or installing rain gardens. The following list may not be inclusive and it does not infer endorsement of their products or services. Companies that carry native plant stock appropriate for rain gardens or that have experience in designing or installing rain gardens can be added to this list upon request (please send an e-mail to Healthy Lake Winona at HealthyLakeWinona@gmail.com . Additional suppliers including those outside the Winona area can be found at www.bluethumb.org

Business	Address	Phone	Website	Design	Plant Stock	Install
Allen Outdoor Solutions	No storefront	507-208-0151	allenoutdoorsolutions.com	X		X
Christine’s Landscape Design	No storefront	507-429-2220	christinelandscapedesign.com	X		X
Family Tree Landscape Nursery	2580 75th Street NE, Rochester, M 55906	507-289-0557	familytreensy.com	X	X	X
Garten Marketplatz	5225 Cty. Rd. 15 SW, Byron, MN 55920	507-365-8891	gartenmarketplatz.com	X	X	X
Ion Exchange	1878 Old Mission Dr, Harper’s Ferry, IA 52146	800-291-2143	ionxchange.com		Xx	
Jim Whiting Nursery & Gardens	3430 19th St. NW, Rochester, MN 55901	507-289-3741	jimwhitingnursery.com	X	X	X
Nagel Sod & Landscaping	6119 NW 66th St., Medford, MN 55049	507-451-9605	nagelsnursery.com	X	X	X
Out Back Nursery	15280 110th Street South, Hastings, MN 55033	651-438-2771	outbacknursery.com	X	X	X
Prairie Moon Nursery	32115 Prairie Lane, Winona, MN 5598	866-417-8156	prairiemoon.com		X	
Sargent’s Gardens	7955 18th Ave. NW, Rochester, MN 55901	507-289-0022	sargentsgardens.com	X	X	X
	1811 2nd St. SW, Rochester, MN 55902	507-289-6068				
Shades of Green	No storefront	507-252-1199	shadesofgreenrochester.com	X		X
Shooting Star Native Seeds	20740 County Rd 33, Spring Grove, MN 55974	507-498-3944	shootingstarnativeseed.com	X	x	
Winona Nursery	1258 Sugar Loaf Rd, Winona, MN 55987	507-452-6237	Winonanursery.com	X		X

