FY23 Lower St. Croix 1W1P

Watershed Based Implementation Funding

Draft eLINK Work Plan (9/12/22)

Redlined

Grant ID: TBD | Grant Expiration: December 31, 2025

Contents

[Grant Activities 2](#_Toc113893742)

[Implementation – BMPs/Restoration Activities 3](#_Toc113893743)

[Activity 1: Structural Ag BMP Implementation 3](#_Toc113893744)

[Activity 2: Structural Urban BMP Implementation 4](#_Toc113893745)

[Activity 3: Non-Structural Ag/Urban BMP Implementation 4](#_Toc113893746)

[Activity 4: Wetland Restoration Implementation 6](#_Toc113893747)

[Implementation – Shared Services 7](#_Toc113893748)

[Activity 5: Agronomy Outreach Specialist 7](#_Toc113893749)

[Activity 6: Shared Services Education 8](#_Toc113893750)

[Activity 7: Technical/Engineering 9](#_Toc113893751)

[Prioritization & Analysis 10](#_Toc113893752)

[Activity 8: Internal Analyses 10](#_Toc113893753)

[Activity 9: Targeting Analyses 11](#_Toc113893754)

[Administration 12](#_Toc113893755)

[Activity 10: Administration/Coordination 12](#_Toc113893756)

[Budget 14](#_Toc113893757)

[Staff Qualifications & Billing 15](#_Toc113893758)

[Measurable Outcomes/Outputs and Milestones 17](#_Toc113893759)

[Phosphorus Reduction Goals and Progress 19](#_Toc113893760)

# Grant Activities

This section provides a description of each grant activity. The Lower St. Croix Comprehensive Watershed Management Plan (CWMP) identifies four categories for Watershed Based Implementation Funding (WBIF) use: Implementation – BMPs/Restoration Activities, Implementation – Shared Services, Prioritization & Analysis, and Administration (CWMP, page 16). Additionally, the Board of Water and Soil Resources requires all WBIF grant work plans assign an eLINK activity category to each activity. Table 1 summarizes the ten grant activities and their associated eLINK categories and CWMP categories.

Table . Grant Activities and Categories

|  |  |  |  |
| --- | --- | --- | --- |
| Activity # | Activity Name | eLINK Activity Category | CWMP Category |
| 1 | Structural Ag BMP Implementation | Agricultural Practices | Implementation – BMPs/Restoration Activities |
| 2 | Structural Urban BMP Implementation | Urban Stormwater Practices |
| 3 | Non-Structural Ag/Urban Implementation | Non-Structural Management Practices |
| 4 | Wetland Restoration Implementation | Wetland Restoration/Creation |
| 5 | Agronomy Outreach Specialist | Project Development | Implementation – Shared Services |
| 6 | Shared Services Education | Education/Information |
| 7 | Technical/Engineering | Technical/Engineering Assistance |
| 8 | Internal Analyses | Planning and Assessment | Prioritization & Analysis |
| 9 | Targeting Analyses | Planning and Assessment |
| 10 | Administration/Coordination | Administration/Coordination | Administration |

## Implementation – BMPs/Restoration Activities

### Activity 1: Structural Ag BMP Implementation

**eLINK Activity Category:** Agricultural Practices

**Grant:** $140,000

**Match:** $37,500

**Match Source(s):** local or landowner funds

**Lead Agency:** Chisago SWCD, Craig Mell (also the lead for non-structural ag BMP implementation under Activity 3; subcontracts with local partners for specific projects).

**Co-lead Agency:** Washington Conservation District, Jay Riggs

**Priority areas:**

* Tier 1: Rock Lake, Rock Creek, Sunrise River, St. Croix River tributaries with direct discharge to the St. Croix River.
* Tier 2: lakes that drain to St. Croix tributaries:
  + Rush and Goose Lakes in Chisago County
  + Forest Lake in CLFLWD (drains to Sunrise River)
* Priority tiers were developed by LSC Planning Team members and submitted to the Policy Committee in the FY21 grant work plan. The Policy Committee approved the grant work plan containing this tier structure on January 25, 2021.

**CWMP Reference:** Page 61

**Activity Description:** Provide cost-share/incentives for installing or implementing structural agricultural best management practices (e.g., feedlot improvements, buffers, WASCOBs, diversions, lined waterways, grade stabilization structures, vegetative swales, livestock water management, etc.). Project partners will check BWSR eligibility requirements and consult the BWSR Board Conservationist to ensure projects are eligible. NRCS or other BWSR accepted standards will be followed for all practices installed. For feedlot improvement projects, the project partner will complete the BWSR supplemental feedlot worksheet to ensure compliance with BWSR policy for using CWF funds for feedlot improvements. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of the CWMP.

The target phosphorus load reduction for this Activity is 300 lb/yr.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** All WBIF grant funding under this activity will be reviewed by the Steering Committee. All projects <$50,000 require a recommendation to approve by the Steering Committee prior to being submitted to the fiscal agent for consideration. All projects >$50,000 require a recommendation (approve or deny) by the Steering Committee and then will be reviewed by the Policy Committee. If the Policy Committee recommends a project for approval it will then be submitted to the fiscal agent for consideration. Application forms and a description of the funding process will be made available at <https://www.lsc1w1p.org/plan-forms>.

### Activity 2: Structural Urban BMP Implementation

**eLINK Activity Category:** Urban Stormwater Practices

**Grant:** $140,000

**Match:** $37,500

**Match Source(s):** Local or landowner funds

**Lead Agency:** Carnelian-Marine-St. Croix WD, Mike Isensee (also the lead for nonstructural urban BMP implementation under Activity 4)

**Co-lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)

**Priority areas:** St. Croix River direct drainage, Sunrise River watershed, Fish Lake, Big Carnelian, Big Marine, Forest Lake.

**CWMP Reference:** Page 65

**Activity Description:** Provide cost-share/incentives for implementing structural urban best management practices (e.g., vegetated swales, pervious pavement, gully stabilization, rain gardens, and other urban practices). BWSR accepted standards will be followed for all practices installed. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of the CWMP.

The target phosphorus load reduction for this Activity is 300 lb/yr.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** All WBIF grant funding under this activity will be reviewed by the Steering Committee. All projects <$50,000 require a recommendation to approve by the Steering Committee prior to being submitted to the fiscal agent for consideration. All projects >$50,000 require a recommendation (approve or deny) by the Steering Committee and then will be reviewed by the Policy Committee. If the Policy Committee recommends a project for approval it will then be submitted to the fiscal agent for consideration. Application forms and a description of the funding process will be made available at <https://www.lsc1w1p.org/plan-forms>.

### Activity 3: Non-Structural Ag/Urban BMP Implementation

**eLINK Activity Category:** Non-Structural Management Practices

**Grant:** $100,079

**Ag Lead Agency:** Chisago SWCD, Craig Mell (also the lead for Activity 2 Structural Ag BMP Implementation)

**Urban Lead Agency:** Carnelian-Marine-St. Croix WD, Mike Isensee (also the lead for Activity 5 Structural Urban BMP Implementation)

**Urban/Ag Co-lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)

**Priority areas:**

* **Ag:** 
  + Tier 1: Rock Lake, Rock Creek, Sunrise River, St. Croix River tribs with direct discharge.
  + Tier 2: lakes that drain to St. Croix tribs.
    - Rush and Goose Lakes in Chisago County
    - Forest and Comfort Lakes in CLFLWD (drain to Sunrise River)
  + Projects may also occur at other priority waters as identified in Table 5-2 and Table 5-3 of the LSC CWMP. Partners will also consider CWMP Figure 5-1 Vulnerable Groundwater in Agricultural Areas when evaluating potential projects.
* **Urban:**
  + Rush Creek (Rush City)
  + Goose Creek (Harris)
  + Sunrise River (North Branch, Stacy, Wyoming)
  + St. Croix River (Taylors Falls, Marine on the St. Croix, Stillwater, and MSCWMO cities including Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary’s Point, Stillwater, and West Lakeland Township).

**CWMP Reference:** Pages 61 and 65

**Activity Description:** Provide cost-share/incentives for implementing non-structural ***agricultural*** best management practices (e.g., soil health BMPs, reduced tillage, cover crops, nutrient management planning, forage/biomass plantings). NRCS or other BWSR accepted standards will be followed for all practices installed. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of CWMP.

Provide cost-share/incentives for implementing non-structural ***urban*** best management practices (e.g., enhanced street sweeping). BWSR accepted standards will be followed for all practices implemented. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of CWMP. Specific enhanced street sweeping targeting analyses will be performed for priority areas.

The target phosphorus load reduction for this Activity is 275 lb/yr. View the Non-Structural Agricultural Practices Policy and Enhanced Street Sweeping Protocols at [www.lsc1w1p.org](http://www.lsc1w1p.org).

Grant funds under this Activity will not be used to pay for staff time. See Implementation Category Budget Breakdown at the end of the Detail Work Plan Text.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** WBIF grant funding under this activity will be bifurcated between agricultural and urban practices.

**Agricultural Non-Structural**: Due to the urgent nature of implementing non-structural agricultural practices with landowner coordination, these practices do not require approval by the Steering Committee nor the Policy Committee. All practices under this category will be vetted by the Agronomy Outreach Specialist and local partner staff prior to seeking funding approval from the Fiscal Agent. See the Non-Structural Agricultural Practices Policy for more information.

**Urban Non-Structural**: Urban non-structural street sweeping incentive funding will only be available to communities with approved enhanced street sweeping plans. All funding requests will be reviewed by the Steering Committee. All projects <$50,000 require a recommendation to approve by the Steering Committee prior to being submitted to the fiscal agent for consideration. All projects >$50,000 require a recommendation (approve or deny) by the Steering Committee and then will be reviewed by the Policy Committee. If the Policy Committee recommends a project for approval it will then be submitted to the fiscal agent for consideration. Requests are unlikely to exceed $50,000. Application forms and a description of the funding process will be made available at <https://www.lsc1w1p.org/plan-forms>.

### Activity 4: Wetland Restoration Implementation

**eLINK Activity Category:** Wetland Restoration/Creation

**Grant:** $220,000

**Match:** $50,000

**Match Source(s):** Local funds

**Lead Agency:** Anoka SWCD, Becky Wozney (Wetland Specialist)

**Co-lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)

**Priority areas:** Priority wetland restorations will result in measurable improvements to rivers/streams in Table 5-2 and/or lakes in Table 5-3 of the LSC CWMP. Areas of particular concern include the St. Croix River direct drainage area, Sunrise River corridor, Rock Creek corridor and subwatersheds identified in Figure 5-5 of the LSC CWMP.

**CWMP Reference:** Page 70

**Activity Description:** This Activity will involve implementation of wetland restoration project(s) as needed to achieve a phosphorus reduction of at least 81 pounds per year for target waterbodies. The primary purpose of the wetland restoration project(s) will be for the improvement of water quality in receiving lakes/streams. Secondary benefits of wetland restoration projects will be considered as well, such as floodplain storage and habitat creation/enhancement.

Wetland restorations will not be used to mitigate wetland impacts. Grant funds will not be used for fee title land acquisition (but may be used as match in accordance with WBIF Policy). LSC Partners will ensure proposed wetland restorations are consistent with WBIF eligibility requirements. LSC Partners will target specific restorations through utilization of existing studies and targeting analyses (e.g., drained wetland inventories, diagnostic studies, subwatershed assessments), performance of additional modeling analyses using existing data from said studies, and completion of additional targeting analyses as necessary to fill data gaps. Work pertaining to targeting strategies is included as part of other grant Activities.

Wetland restoration phosphorus reduction will be dependent on a number of factors beyond acres restored (e.g., proximity to target waterbody, level of degradation, hydrology).

At its July 25, 2022 meeting, the Policy Committee recommended the Sunrise River Wetland Restoration Project for grant allocation, to be considered for approval by the partner organization boards. If allocated, this project may utilize FY21 WBIF funds at a minimum of $80,449 and FY23 WBIF funds at a maximum of $220,000 for a total allocation of $300,449. Depending on the outcome of other FY21 project initiatives, more FY21 dollars may be allocated to this project, resulting in less FY23 dollars. This project will divert flow from an existing drainage ditch system out of Heims Lake at the Highway 61 culvert and then diffuse the flow into a multi-cell wetland complex located on the Tax Forfeit property owned by the Comfort Lake-Forest Lake Watershed District. The proposed project will result in annual phosphorus reductions of approximately 81 lb/yr to the Sunrise River, a LSC CWMP priority watercourse. The full outcome will be reported to the FY23 WBIF grant reporting. Construction requires frozen conditions and is estimated to occur January/February 2023.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** All WBIF grant funding under this activity will be reviewed by the Steering Committee. All projects <$50,000 require a recommendation to approve by the Steering Committee prior to being submitted to the fiscal agent for consideration. All projects >$50,000 require a recommendation (approve or deny) by the Steering Committee and then will be reviewed by the Policy Committee. If the Policy Committee recommends a project for approval it will then be submitted to the fiscal agent for consideration. Application forms and a description of the funding process will be made available at <https://www.lsc1w1p.org/plan-forms>.

## Implementation – Shared Services

### Activity 5: Agronomy Outreach Specialist

**eLINK Activity Category:** Project Development

**Grant:** $225,000

**Lead Agency:** Washington Conservation District, Jay Riggs (partnership with UMN Extension)

**Co-lead Agency:** Chisago SWCD, Craig Mell

**Estimated billing rate; hours:** $72/hour; 2,778 hours

**Priority areas:** Agronomy outreach specialistwill focus on priority areas described in Structural Ag BMP Implementation and Non-Structural Ag/Urban Implementation

**CWMP Reference:** Page 61

**Activity Description:** Agronomy outreach specialist. (A) Shared Services: Work with an agricultural conservationist (one individual) for basin wide assistance with agronomy, outreach, and technical assistance to agricultural producers including conservation planning and nutrient management plans. [Approximately 80% of this position’s time will be directly working with agricultural producers in the LSC Watershed to identify economical farming practices with water quality benefits to make them a routine part of farm operations. A target is to interact with operators of both large and small operations with a cumulative total of at least 3,000 acres.] See Attachment A – Agronomy Outreach Specialist Details & Milestones for more information.

This would allow for 1 full time agronomy outreach specialist to work basin-wide. Staff will work basin-wide and may have more than one office space. LSC partners will ensure duties assigned to this staff member will be in alignment with WBIF funding intent and requirements.

Costs billed to this item for the embedded Extension Agent will include the following:  Staff salary, supervisory time (by University of MN), benefits, travel expenses, training expenses, and office supplies. As with all grant activities, LSC partners will ensure program expenses are eligible before billing to the grant/match. All costs will primarily benefit water quality in a priority resource as identified in the LSC CWMP. In addition to direct landowner outreach and technical assistance, as described above, staff time will also include program and work plan coordination: annual partner coordination meetings, updates to partners, interfacing with the shared services educator, coordinated planning efforts, regular basin-scale coordination meetings with LSC partners and other agencies as appropriate.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category.

**Project Review & Grant Approval Process:** Not applicable. This activity is composed solely of compensation for the Agronomy Outreach Specialist. Approval for expenditure of grant dollars under this activity is inherent in work plan approval.

### Activity 6: Shared Services Education

**eLINK Activity Category:** Education/Information

**Grant:** $270,500

**Match:** $2,857.90

**Match Source:** Parties to the LSC JPC

**Lead Agency:** Washington Conservation District, Jay Riggs

**Co-lead Agency:** Chisago SWCD, Craig Mell (Subcontract with WCD to act as host entity)

**Estimated billing rate; hours:** $66/hour; 1,894 hours

**Priority areas:** Basin-wide

**CWMP Reference:** Page 65

**Activity Description:** Facilitate shared education and outreach program across basin to provide education; engage residents, businesses, and local officials; and promote and market programs and practices. Education and outreach tasks will serve the goals outlined in the LSC CWMP and may not always pertain to the implementation items described in this WBIF grant work plan, but will always have a primary benefit to water quality in priority resources.

* 90% = develop, distribute and implement outreach programs that result in behavioral changes achieving water quality benefits;
* 10% = solicit willing landowners to install BMPs that are goals within this plan. Promoted practices will be in line with BWSR eligibility requirements and will focus on water quality.

[0.5 FTE to expand EMWREP basin wide; $50,000/yr or $100,000/2 yrs]. Outreach will specifically include MIDS promotion to communities. Outreach will also include preliminary work with LGUs to set shoreline "view corridors" to 25% of lot width or maximum 35' width and maximum vegetation clearing standards or adopt innovative shoreland standards to protect buffers, native ecosystems, and habitat corridors. This work will provide water quality benefits through their protection of shoreline and streambank buffers. LSC partners will ensure duties assigned to this new staff member will be in alignment with WBIF funding intent and requirements. See Attachment B Education Details & Milestones for more information.

Costs billed to this item will only include staff pay and program expenses. As with all grant activities, LSC partners will ensure program expenses are eligible before billing to the grant/match. All costs will primarily benefit water quality in a priority resource as identified in the LSC CWMP. In addition to the outreach tasks described above, staff time will also include program and work plan coordination: annual partner coordination meetings, updates to partners, interfacing with the agronomy outreach specialist, coordinated planning efforts.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category.

**Project Review & Grant Approval Process:** This activity is composed of three types of education & outreach expenditures.

**Shared Services Educator**: Approval for expenditure of grant dollars for this task is inherent in work plan approval.

**Education Materials/Expenses**: Approval for expenditure of grant dollars for this task is inherent in work plan approval.

**MIDS Adoption Initiative**: All WBIF grant funding under this activity will be reviewed by the Steering Committee. All projects <$50,000 require a recommendation to approve by the Steering Committee prior to being submitted to the fiscal agent for consideration. All projects >$50,000 require a recommendation (approve or deny) by the Steering Committee and then will be reviewed by the Policy Committee. If the Policy Committee recommends a project for approval it will then be submitted to the fiscal agent for consideration. Application forms and a description of the funding process will be made available at <https://www.lsc1w1p.org/plan-forms>. MIDS Adoption Initiative expenditures will be composed of professional services (technical assistance from a MIDS subject matter expert).

### Activity 7: Technical/Engineering

**eLINK Activity Category:** Technical/Engineering Assistance

**Grant**: $40,000

**Lead Agencies**:

* Chisago SWCD, Craig Mell (lead agency for Activity 2 Structural Ag BMP Implementation and non-structural ag implementation under Activity 4; subcontracts with local partners for specific projects)
* Carnelian-Marine-St. Croix WD, Mike Isensee (lead agency for Activity 5 Structural Urban BMP Implementation and non-structural urban implementation under Activity 4)

**Estimated billing rate; hours:**

* Professional Engineer: $76/hour; 132 hours
* Technical Assistant: $65/hour; 462 hours

**Staff Qualifications**: This task will be completed by existing qualified staff members of LSC Partner organizations and/or third party consultants.

**Activity Description**: This Activity will include technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects. Funds may be used to contract with a third-party consultant for technical/engineering assistance. Funding allocation will be prioritized in areas where there are not local funds to support design work.

**Project Review & Grant Approval Process:** All WBIF grant funding under this activity will be reviewed by the Steering Committee. All projects <$50,000 require a recommendation to approve by the Steering Committee prior to being submitted to the fiscal agent for consideration. All projects >$50,000 require a recommendation (approve or deny) by the Steering Committee and then will be reviewed by the Policy Committee. If the Policy Committee recommends a project for approval it will then be submitted to the fiscal agent for consideration. Application forms and a description of the funding process will be made available at <https://www.lsc1w1p.org/plan-forms>.

## Prioritization & Analysis

### Activity 8: Internal Analyses

**eLINK Activity Category:** Planning and Assessment

**Grant**: $18,000

**Lead Agency**: Chisago County, Susanna Wilson-Witkowski

**Co-lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for each subwatershed project)

**Staff Qualifications**: Work is likely to be performed by an outside consultant which will be vetted for staff qualifications.

**Activity Description**: Lakes will be awarded through the project evaluation process identified in the plan. The group will develop a timeline for evaluating internal load evaluation for lakes. Internal load evaluation should only occur after external loading is substantially addressed. Work under this activity will likely be performed by a contracted consultant.

Priority projects identified include:

* Linwood Lake and Martin Lake Anoka. Both are priority A for internal loading analysis in LSC CWMP Table 5-4.
* Goose Lake Washington. Priority B for internal loading analysis in CWMP Table 5-4. Water monitoring indicates watershed loads are addressed. Internal load reduction is the last step to delisting from MPCA Impaired waters list.
* Priority "A" lakes with Rush (E & W) and Goose Lakes as our preferred top three.
* Priority A Basin listed in Table 5-4, Downs Lake will be considered.
* Wallmark, Pioneer and North Goose Lakes in Chisago all priority A

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** All WBIF grant funding under this activity will be reviewed by the Steering Committee. All projects <$50,000 require a recommendation to approve by the Steering Committee prior to being submitted to the fiscal agent for consideration. All projects >$50,000 require a recommendation (approve or deny) by the Steering Committee and then will be reviewed by the Policy Committee. If the Policy Committee recommends a project for approval it will then be submitted to the fiscal agent for consideration. Application forms and a description of the funding process will be made available at <https://www.lsc1w1p.org/plan-forms>.

### Activity 9: Targeting Analyses

**eLINK Activity Category:** Planning and Assessment

**Grant**: $45,000

**Lead Agency**: Washington Conservation District, Jay Riggs

**Co-lead Agency**: Chisago SWCD, Craig Mell (subcontracts with local partners for each subwatershed project)

**Estimated billing rate; hours:** $65/hour; 2,308 hours

**Staff Qualifications**: This task will be completed by existing qualified staff members of LSC Partner organizations.

**Activity Description**: This Activity includes two general types of analyses: 1) Subwatershed Assessment (or similar analysis, not necessarily SWA protocols) and 2) Targeted Street Sweeping Analysis.

All requested waterbodies are listed in tables 5.2 and 5.3 Regionally Significant Lakes, Rivers and Streams for Pollutant Reductions. Subwatershed analysis requests will be reviewed by the Steering Committee and other committees as appropriate.

Communities or roadways draining to the following list of waters and /or priority waterbodies listed in Table 5-2 and Table 5-3 of the LSC CWMP are priorities for Targeted Street Sweeping Studies. Studies will follow the Tree Canopy Assessment Protocol which is available at [www.lsc1w1p.org](http://www.lsc1w1p.org).

* Rush Creek
* Goose Creek
* Sunrise River
* St. Croix River
* Brown’s Creek
* Lake McKusick
* Perro Creek

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** All WBIF grant funding under this activity will be reviewed by the Steering Committee. All projects <$50,000 require a recommendation to approve by the Steering Committee prior to being submitted to the fiscal agent for consideration. All projects >$50,000 require a recommendation (approve or deny) by the Steering Committee and then will be reviewed by the Policy Committee. If the Policy Committee recommends a project for approval it will then be submitted to the fiscal agent for consideration. Application forms and a description of the funding process will be made available at <https://www.lsc1w1p.org/plan-forms>.

## Administration

### Activity 10: Administration/Coordination

**eLINK Activity Category**: Administration/Coordination

**Grant**: $80,000

**Lead Agencies**: Chisago SWCD, WCD, CLFLWD (see role assignments below)

**Activity Description**: This Activity will include the following tasks (performed by the organizations/staff members listed):

* Grant and progress reporting – includes coordinating with Chisago SWCD and other partners to gather reporting information, compiling said information, and entering reports into eLINK; will also include assisting Chisago SWCD with any grant/work plan amendments as necessary. Progress reporting will include demonstration of progress toward measurable outcomes (i.e., nutrient load reductions seen at target waterbodies) – examples include pounds of phosphorus and tons of total suspended solids removed from existing loads. Partners may use local funding to perform effectiveness monitoring to demonstrate actual outcomes achieved by projects. Otherwise, modeled loads will be reported. Staff will also report on outputs achieved (i.e., the interim steps needed in order to achieve the ultimate outcomes) – examples include number of landowners contacted, number of projects completed, description of outreach activities performed. Progress reporting will include comparison of budget vs actual spend for each cost category, as described in the final section of this work plan and on page 16 of the LSC CWMP.
  + Lead organization: [to be determined – LSC partner volunteer or hire third party consultant]
  + Staff member: [to be determined]
* Coordination among Policy Committee, Steering Committee, Advisory Committee, and work plan activity planning team (lead coordination of meetings, agendas, meeting material distribution)
  + Lead organization: Washington Conservation District
  + Staff members: [to be determined]
* Website upkeep: This activity includes the use of grant funds to host and update the LSC interactive web map as necessary.
  + Lead organization: Washington Conservation District (East Metro Water Resources Education Program)
  + Staff member: Angie Hong, Water Education Senior Specialist
* Fiscal agent administration and contract coordination – includes coordinating with other partners to gather reporting information and reviewing draft report; will also include leading any grant/work plan amendments as necessary
  + Lead organization: Chisago SWCD
  + Staff member: Craig Mell, District Administrator
* Agronomy Outreach Specialist and Educator payroll administration.
  + Lead organization: Washington Conservation District
  + Staff member: Jay Riggs, District Manager

**Project Review & Grant Approval Process:** Approval for expenditure of grant dollars for administration activities, as described above, is inherent in work plan approval. Planning Team members will seek Steering Committee approval if expenditures are expected to exceed the grant amounts indicated above.

# Budget

Table . Grant Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity # | Activity Name | Grant Budget | Match Budget | Total Budget |
| 1 | Structural Ag BMP Implementation | $140,000.00 | $37,500.00 | $177,500.00 |
| 2 | Structural Urban BMP Implementation | $140,000.00 | $37,500.00 | $177,500.00 |
| 3 | Non-Structural Ag/Urban Implementation | $100,079.00 |  | $100,079.00 |
| 4 | Wetland Restoration Implementation | $220,000.00 | $50,000.00 | $270,000.00 |
| 5 | Agronomy Outreach Specialist | $225,000.00 |  | $225,000.00 |
| 6 | Shared Services Education | $270,500.00 | $2,857.90 | $273,357.90 |
| 7 | Technical/Engineering | $40,000.00 |  | $40,000.00 |
| 8 | Internal Analyses | $18,000.00 |  | $18,000.00 |
| 9 | Targeting Analyses | $45,000.00 |  | $45,000.00 |
| 10 | Administration/Coordination | $80,000.00 |  | $80,000.00 |
| **Total** | | $1,278,579.00 | $127,857.90 | $1,406,436.90 |

The Lower St. Croix Comprehensive Watershed Management Plan ([page 16](https://static1.squarespace.com/static/5b0dadc59772aeb1df30d0d8/t/5f9aea83cfd1f030c1d3bb17/1603988135744/Final+Lower+St+Croix+Comp+Plan+OCT+2020.pdf#page=16)) provides an expected distribution of WBIFs across program areas. The following table compares the FY23 WBIF grant budget to the CWMP distribution.

Table . Grant Budget Distribution Across Program Areas

|  |  |  |  |
| --- | --- | --- | --- |
|  | LSC CWMP  (Page 16) | Work Plan  (Grant Funds) | Actual Grant Spend\*\* |
| Implementation - BMPs/Restoration Activities\* | 45% | 47% | TBD |
| Implementation - Shared Services | 25% | 42% | TBD |
| Prioritization & Analysis | 25% | 5% | TBD |
| Administration | 5% | 6% | TBD |
|  | 100% | 100% | 100% |

\*Expenses billed to implementation (blue) line items will be for implementation only and will not include staff time/engineering. Staff/consultant time for project coordination/design/engineering/oversight etc. is covered by the remaining three categories (green, orange, yellow).

\*\*Progress reporting will include comparison of budget vs actual spend for each cost category.

# Staff Qualifications & Billing

Table . Staff Qualifications & Billing (Listed Alphabetically)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position Title** | **Organization** | **Qualifications** | **Billing Rate, Estimated Hours, Estimated Cost\*** |
| Barbara Heitkamp | Water Resources Education Specialist | East Metro Water Resource Education Program | 1.5 years experience implementing the East Metro Water Resource Education Program and education and outreach of the Lower St. Croix Watershed Partnership; 10 years as a communications specialist and water resources researcher at the University of Minnesota; M.S. in Water Resources Science and B.S. in Geology | $66/hour; 1,894 hours |
| Jennifer Hahn | Extension Educator, Water Resources | University of Minnesota Extension | 17 years of experience working with producers and landowners providing technical assistance including completing conservation planning and implementation, soil assessments, and education and outreach. | $72/hour; 2,778 hours |
| Angie Hong | Water Education Senior Specialist | East Metro Water Resource Education Program | 15 years of experience implementing the East Metro Water Resource Education Program, a partnership of 25 local government entities. M.S. in Natural Resource Science and Mgmt, with an emphasis on environmental education.  Angie will assist with implementation of A6 Shared Services Education | $76.18/hr  484 hours  $36,859 |
| Craig Mell | District Administrator | Chisago Soil and Water Conservation District | 22 years of experience in water resources management  Chisago SWCD is the intended fiscal agent/grantee. Craig will assist with fiscal agent responsibilities. | $86/hr  483 hours  $41,611 |
| Jay Riggs | District Manager | Washington Conservation District | District Manager, Washington Conservation District, 2005 To Present.  Urban Conservationist, Dakota County Soil And Water Conservation District, 1997 To 2005.  Environmental Scientist, Westwood Professional Services, Inc., 1994 To 1997.  Environmental Planner, Southeast Michigan Council of Governments (SEMCOG), 1993 to 1994.  M.S. Degree, Michigan State University, May 1993, Major: Natural Resource Management, Minor:  Watershed Ecology.  B.S. Degree, University of WI-Eau Claire, Dec. 1989, Double Majors:  Biology and Psychology.  Certifications: Certified Wetland Delineator #1298; Certified Professional in Storm Water Quality, CPSWQ #0062; Certified Professional in Erosion and Sedimentation Control, CPESC #2059; NREMT #E2443774.  Jay will assist with Agronomy Outreach Specialist and Educator payroll administration | $99.47/hr  97 hours  $9,625 |
| TBD | TBD | Washington Conservation District | A qualified WCD staff member will perform meeting preparation and facilitation. The partnership will consult BWSR BC with selection. | TBD |
| TBD | TBD | TBD | A qualified LSC partner staff member or hired third party professional will perform progress reporting. The partnership will consult BWSR BC with selection. | TBD |
| Note: If staff do not require the full amount of hours listed, and spending under this activity is under budget, grant funds will be shifted to another work plan activity. Administrative spending will be evaluated after 6 months of implementation, and futures years planning will be adjusted if needed. | | | |  |
| Activity 10 Administration/Coordination Grant Budget | | | | $80,000 |

\*Billing rates are determined following the BWSR Guidelines for Determining a Billing Rate in the Grants Administration Manual and include salary, benefits and overhead.

# Measurable Outcomes/Outputs and Milestones

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity # | Grant Activity | Overall Measurable Outcome/Output | Year 1 (2023) Milestones | Year 2 (2024) Milestones | Year 3 (2025) Milestones |
| **A1** | Structural Ag BMP Implementation | Outcome: reduce phosphorus loading to target waterbodies by 300 lb/yr |  | Achieve a 300 lb/yr phosphorus reduction |  |
| **A2** | Structural Urban BMP Implementation | Outcomes: reduce phosphorus loading to target waterbodies by 300 lb/yr |  | Achieve a 300 lb/yr phosphorus reduction |  |
| **A3** | Non-Structural Ag/Urban Implementation | Outcomes: reduce phosphorus loading to target waterbodies by 275 lb/yr |  | Implement enhanced street sweeping programs and non-structural best management practices to achieve a 275 lb/yr phosphorus reduction |  |
| **A4** | Wetland Restoration Implementation | Outcomes: reduce phosphorus loading to target waterbodies by 81 lb/yr | Implement 1 wetland restoration to achieve 81 lb/yr phosphorus reduction |  |  |
| **A5** | Agronomy Outreach Specialist | Output: Engage agricultural landowners (of both large and small operations) with a cumulative total of at least 3,000 acres of land to implement structural and nonstructural BMPs as outlined in other Activities  See Attachment A – Agronomy Outreach Specialist Details & Milestones | See Attachment A | See Attachment A | See Attachment A |
| **A6** | Shared Services Educator | Output: 0.5 FTE  See Attachment B – Education Details & Milestones | See Attachment B | See Attachment B | See Attachment B |
| **A7** | Technical/ Engineering |  |  |  |  |
| **A8** | Internal Analyses | Outputs: Complete 1 internal loading analysis |  | Complete 1 internal loading analysis |  |
| **A9** | Targeting Analyses | Outputs: Complete 2 enhanced street sweeping studies | Complete 2 enhanced street sweeping studies |  |  |
| **A10** | Administration/ Coordination | Complete eLINK annual reporting as required | Complete annual report | Complete annual report | Complete annual report |

# Phosphorus Reduction Goals and Progress

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phosphorus Reductions from CWMP | 10-Year Phosphorus Reduction Goal (lb/yr) | 2-Year Average (lb/yr) | FY21 WBIF Goal (lb/yr) | FY23 WBIF Goal (lb/yr) |
| Priority Streams (CWMP Table 5-2) | 4,140 | 828 | **915** |  |
| Priority Lakes (CWMP Table 5-3) | 1,363 | 273 |  |
| **TOTAL** | **5,503** | **1,101** | **915** |

|  |  |
| --- | --- |
| Phosphorus Reductions Proposed in this Work Plan | 2-Year Proposed Reduction (lb/yr) |
| Activity 1: Structural Ag BMP Implementation | 300 |
| Activity 2: Structural Urban BMP Implementation | 300 |
| Activity 3: Non-Structural Ag/Urban BMP Implementation | 275 |
| Activity 4: Wetland Restoration Implementation | 81 |
| **TOTAL** | **915** |

The first table contains total priority streams and priority lakes phosphorus reduction goals from the LSC CWMP (see tables 5-2 and 5-3 on pages 81 and 82). If divided equally throughout the 10-year plan period, the average total lakes/streams phosphorus reduction goal would be 1,101 pounds/year achieved every 2-year period. The second table contains the proposed phosphorus reductions under this WBIF work plan. The FY21 WBIF total of 915 lb/yr was slightly below the CWMP 2-year average. The LSC partners estimated that the full basin-wide goal cannot be achieved solely with WBIF funds. Partners must leverage local dollars and other funding sources in order to meet the basin’s goals.

LSC partners may utilize multiple calculation tools to estimate load reductions. Examples include MIDS calculator, PTMApp, BWSR Pollutant Reduction Estimator, estimation via outflow, and internal loading analysis. See CWMP page 99 for a full list of potential reduction tools and their general intended uses. LSC partners will choose the calculation tool best suited to the proposed BMP. Phosphorus reductions will be estimated at the target waterbody (not just at edge-of-field).

Phosphorus reductions achieved at specific priority waterbodies will be reported annually. LSC partners will also estimate, on an annual basis, the load reduction achieved at the St. Croix River as a result of implemented practices.