

# City of Urbandale

## Stormwater Grant Program 2021

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### Stormwater in Urbandale

Stormwater runoff is the portion of rainfall or snowmelt that does not soak into the soil or evaporate into the air, but flows from surfaces into nearby streams and storm sewer systems. Stormwater runoff can create drainage and flooding problems, and it picks up pollutants such as oils, grease, fertilizers, pesticides, litter, and metal. This runoff is not treated to remove pollutants. It is collected and conveyed by ditches, culverts, intakes, catch basins and storm sewers, and discharges directly into creeks, rivers, streams, and lakes. The contaminants in stormwater negatively impact the quality of our local streams and lakes.

Federal laws regulating stormwater runoff require the City of Urbandale to maintain a comprehensive stormwater quality management program to protect and improve water quality. To enable the City to manage stormwater, each customer of the Urbandale Water Utility contributes a Stormwater Utility Fee. This Utility Fee pays for a portion of operations and maintenance costs of the stormwater management programs and facilities.

### Intent of the Grant Program

The Stormwater Grant Program uses a portion of the Stormwater Utility Fees to assist with stormwater management on private property. These funds may be granted to property owners to improve drainage, improve stormwater quality, and repair stormwater facilities such as swales, streambanks, and tile lines. The Program does not cover repairs to homes or interior work; these funds are for exterior work only. Examples of eligible projects include:

- Installation of a drain tile in a wet yard.
- Measures to prevent erosion, including expense for a contractor to place bank reinforcement.
- Silt removal from stormwater detention areas. For detention areas to be eligible, the improvements must return the area to the original detention volume.
- Soil quality restoration (limited to \$1,000 in funding).
- Professional engineering services for the design of a storm water practice.

The program does not cover landscaping or other aesthetic improvements; work on downspouts is eligible only as a part of other improvements. The program does not include any items related to sump pumps, including the removal of sumps connected to the sanitary sewer. The program does not cover the dredging of retention ponds (any work below normal water level), although it would cover the dredging of a silt basin specifically dedicated to the collection of sediment.

### Who is eligible to request funding?

All properties located within the corporate limits of the City of Urbandale that pay the Stormwater Utility Fee are eligible to apply for funding. The applicant(s) applying for the grant must own the property and the property must have had a full certificate of occupancy for at least one year. **If at any time the qualifications for funding are not met, the grant award may be revoked.**

## Qualifications for Funding

City staff will review the grant submittal to verify the project meets the intent of the program.

**The property owner is highly encouraged to discuss the project's eligibility with City staff prior to the official submittal of the application.** Depending on the magnitude of the project, engineering drawings or separate approvals or permits may be required (for example, City Council or Iowa DNR). All work associated with the project, including any additional engineering design or permit approvals, is the responsibility of the property owner.

Repeat projects for maintenance of stormwater facilities have time limits for re-applying for funds. Homeowner's Associations and Property Owners may apply for funds for:

- Clean out of detention basins once every 10 years.
- Repair or jetting of drainage tiles and subdrains once every 5 years.
- Repair and clean out of silt/ditch checks once every 3 years.
- Soil Quality Restoration only once per property. See below for additional guidelines on SQR grants.

Each grant request will be reviewed individually, taking into account the current conditions, anticipated conditions after work, and use of stormwater best management practices. The project must comply with all laws and regulations.

**A project that is started before the grant is approved will be ineligible for funding.** The only exception to this is a property owner who completed eligible work in conjunction with a neighbor's grant award. This property owner may submit for a grant for this work the following year, with the understanding that there is no guarantee of funding (this project will be subject to the same submittal and approval rules as other projects). Again, the property owner is highly encouraged to discuss this situation with City Staff prior to beginning the project.

For the 2021 Grant Program, projects must be completed and all paperwork submitted for reimbursement by the end of the 2022 calendar year.

If a grant is approved, a hold harmless will be required to be signed by all property owners associated with the grant; see the section below on the "Hold Harmless Agreement".

If a grant is approved, a single reimbursement will be awarded for eligible expenses at the completion of the project. The grant amount is a not-to-exceed amount; any additional funding needed to complete the project is the responsibility of the property owner.

The grant award is for the project plan and timeline presented in the application. The Applicant must immediately notify the Program Administrator of any changes by providing a detailed written explanation. Written approval from the Program Administrator must be received prior to making changes to the proposed work or schedule in order to keep the grant award in good standing.

Qualifying expenses could include cost of materials, required permit fees, engineering fees for design work, and contractor costs for installation. Reimbursement for the property owner's labor/ time will not be allowed, only actual out of pocket expenses. Project expenses that are not eligible for funding should be clearly itemized in the application and invoices.

## Grant Funding Limits

The grant will pay 50% of the qualifying expenses up to a maximum contribution per project as noted below. The grant program receives \$200,000 in funding each year, pending approval by the Urbandale City Council.

### Standard Grant Funding Limits:

- \$1,000 for soil quality restoration, per property.
- \$5,000 per individual single-family or townhome property, inclusive of any funds for SQR.
- \$20,000 per Home Owners' Association.
- \$5,000 for commercial properties paying up to 5 ERUs per month. An additional \$500 would be allowed for each additional 0.5 ERU (rounded down), up to a maximum of \$20,000 per project. For example, a property with 7.6 ERUs would be eligible for \$7,500; 20 ERUs or greater would be eligible for \$20,000.
- \$20,000 maximum for any project, regardless of number of applicants or size of property. Adjacent property owners could work together to create a larger project; for example, tiling several rear yards or cleaning out a detention area. In this case, the grant limit increases with each property owner with a maximum of \$20,000 per project.

### Soil Quality Restoration Funding Limits:

Soil Quality Restoration (SQR) for a lawn can improve the organic material in the topsoil and increase the absorption of storm water to reduce runoff and improve lawn health. The process typically involves aeration then application of compost, followed by watering as needed. The grant will pay up to 50% of soil quality restoration. The maximum funding available for single-family residential property is \$1,000. For larger SQR treatments (over 10,000 sf) on commercial properties, industrial properties, or outlots owned by homeowner's associations, funds may be awarded up to \$5,000 per property. A Hold Harmless is not required for an SQR-only project.

### Grant Application Information Required

1. Use attached template, and attach additional information as needed.
2. Contact information for applicant(s) to include, name, address, phone number, and email address. If multiple properties are involved, the main contact person is to be designated.
3. Detailed project description including location and sketch of the project.
4. Construction schedule.
5. Estimated project cost, including a breakdown of qualifying expenses and the grant amount being requested.
6. The Hold Harmless (except for SQR-only grants) and W-9 forms are required but do not need to be submitted with the application; these will be required after the grant is awarded and prior to reimbursement.

### Application Submittal

Applications will be accepted starting at 8:00 A.M. on February 1<sup>st</sup>, 2021, and will continue to be accepted until all grant funds are allocated. To apply for the grant, use the attached Application Form. It is recommended that applications be submitted via email to [stormwater@urbandale.org](mailto:stormwater@urbandale.org). Applications may also be submitted by postal mail or via dropbox at our offices. **We recommend that you submit your application via email. Please limit the combined size of your email attachments to 10 MB.**

An email confirmation will be sent when the application is received. Please note that all conditions of the grant program must be met in order for the application to be accepted, and accepted applications will be reviewed in the order they were received.

Funding will be awarded based on the order that acceptable applications are received. Applications will continue to be accepted until all funds for the grant year are allocated. Applications will need to be resubmitted each year if not funded.

### Funding Reimbursement

Approved grants may submit for reimbursement starting July 1<sup>st</sup> of the grant year. In order for a property owner to be reimbursed, the property owner will be required to provide itemized receipts with proof of payment for the qualifying work. The City will review the work, including a site visit and a follow-up with the contractor, to verify it was installed in compliance with the grant application. Projects must be completed and reimbursements submitted within the timeframe described above in “Qualifications for Funding”. Reimbursements that are requested after this time may be denied, as the funds may have been re-committed to other projects.

### Hold Harmless Agreement and W-9 form

When a Stormwater Grant is awarded, the property owners shall be required to sign a “Hold Harmless” agreement. A sample Hold Harmless agreement is attached to this document.

As a condition of the grant, the City will, in some cases, need to issue an IRS form 1099 to the grant recipient. Therefore, the recipient of the reimbursement monies must provide a completed a W-9 form, including a valid Social Security Number or Tax Identification Number, to the City upon approval of the grant application. This will be provided by the City to recipients, and it is also available online at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

### Additional Resources for Stormwater Management Best Practices

See our website for additional resources as well as a list of known contractors who perform these types of work. <http://www.urbandale.org/563/Storm-Water-Grant-Program>

### Contact Information

The Stormwater Grant Program is administered by the City of Urbandale Department of Engineering and Public Works. For additional information, questions, or application submittal, please contact us at:

Department of Engineering and Public Works  
Stormwater Grant Program Administrator  
Kristin Brostrom  
515-278-3950  
[stormwater@urbandale.org](mailto:stormwater@urbandale.org)

# Urbandale Stormwater Grant Application 2021

*Please Type or Print. Attach additional pages if necessary.*

<b>PROPERTY INFORMATION</b>			
Street address:	Urbandale, IA	ZIP:	
<b>PRIMARY APPLICANT INFORMATION</b>			
<i>Note: Primary Applicant must be Owner of property above, or an Official Representative of the HOA.</i>			
Name:	E-mail:		
<input type="checkbox"/> Check here if same address as above.	Street address:		
City:	State:	ZIP Code:	
Home phone no.: (     )     )	Cell phone no.: (     )     )		
Other applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Yes, attach names, addresses, phone numbers, and relationship of additional applicants to Owner.</i>		
<b>DETAILED PROJECT DESCRIPTION</b>			
<i>Please provide a sketch and detailed project description, including project location. Attach additional pages as necessary.</i>			
<b>PROJECT SCHEDULE</b>			
Approx. Start Date:	Approx. Finish Date:		
<b>ESTIMATED PROJECT COST</b>			
<i>Attach detailed breakdown of items. Grant amount is not to exceed 50% of project costs or \$5,000 per property. Only out of pocket expenses will be considered; property owner's time or labor will not be reimbursed.</i>		Materials: \$	
		Contract Labor: \$	
		Other: \$	
Requested Grant Amount:	\$	Total Cost: \$	
<b>SIGNATURE</b>			
<i>By signing this agreement, the property owner agrees to the terms of the Stormwater Grant Program, including the conditions for reimbursement and for keeping the grant in good standing. If the terms of the Stormwater Grant Program are not met at any time, the grant may be revoked and reimbursement denied.</i>			
Primary Applicant's Signature:			Date:
For Office Use:	Rev Date: Rev By:	Grant #:	HHA: W-9:

# Urbandale Stormwater Grant Application 2021

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## Hold Harmless Agreement

*FOR REFERENCE ONLY: Upon Approval of Grant Application, a Hold Harmless will be provided to the applicant, and will be required to be signed prior to reimbursement.*

The City assumes no responsibility whatsoever in the Grantee's project activities. Grantee shall defend, indemnify, and hold harmless the City and its employees, agents, and representatives from and against any and all liability, claims, damages, losses, actions, costs, expenses, obligations, fines, and assessments of whatever kind, including defense costs and attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, in whole or in part, from or by Grantee's or its contractor(s), agents, or assigns, negligent acts or misconduct, or errors or omissions, or in any way connected with the activities carried out pursuant to this Agreement, the Grant award or the Stormwater Grant Program.

Signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

### PROJECT ADDRESS

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Name:

### INDIVIDUAL CERTIFICATE OF ACKNOWLEDGEMENT

STATE OF IOWA, COUNTY OF POLK, ss

This record was acknowledged before me on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for Polk County, Iowa

My Commission Expires \_\_\_\_\_