

## **FRONTENAC STORMWATER GRANT PROGRAM**

### **SECTION 1: PROGRAM ELIGIBILITY AND INFORMATION**

- A. The owner or owners of any single family residential home located within the City of Frontenac (the "City") may apply for funds from the Frontenac Stormwater Grant Program (the "Program"), stormwater account fund (the "Fund") to recover up to 50% of the total homeowner's eligible costs, to a maximum of \$25,000.00 per project/owner, to design, review, install, and inspect a City-approved stormwater project under this Program. The minimum project cost is \$5,000 with a City match of \$2,500. Tenants, lessees or other non-owner users of any property may not participate. The application for participation must come from the homeowner.
- B. Each fiscal year a maximum of \$50,000.00 (Fifty Thousand Dollars) will be available from the Fund to be used for projects approved for that year under the Program for any of those homeowners whose projects are eligible for reimbursement as set forth in this Chapter. To participate, a homeowner must submit a completed application and be approved by the City to be eligible to participate in the Fund for that year as further provided by this Chapter and as available funds allow.
- C. Commercial property owners may also participate in the Program and are subject to eligibility determination and Fund availability under this Chapter as well.
- D. This Program is designed to assist a residential homeowner of the City of Frontenac in completing small stormwater projects on their property that help alleviate storm and surface water problems on the homeowner's property through the use of appropriately designed improvements that meet the requirements, and all relevant laws, are consistent with the City's Stormwater Master Plan (the "Plan") and City ordinances and result in a material and substantial improvement in the impact of storm and surface water. These projects must result in permanent improvements and are not subject to modification without City approval. All project submittals by homeowners shall be reviewed, prioritized, and approved by the Public Works Director (the "Director") and City engineer, under the scope and requirements of this Chapter. Each fiscal year the City shall review all submitted proposed projects and will either approve the eligibility of the project or deny the eligibility and reject it. Those projects that are determined to be eligible will then be prioritized in order of the date the completed application is approved. Projects approved for eligibility but which are not fundable for reimbursement by the City in that fiscal year may be carried over to the next fiscal year with a written request by the homeowner to do so.
- E. Approved projects will be prioritized and put on the approved project list ranked on a first-approved first-served basis, using the final application approval date of the completed application.

## SECTION 2 PROCEDURE FOR PROJECT APPLICATION BY PROPERTY OWNER

- A. The property owner must submit a complete application to participate in the program, prior to any repair work being started, in order to be considered for eligibility. A meeting and site visit with the Director is mandatory prior to submission to enable the homeowner to understand what projects are eligible and what information needs to be submitted.
- B. An application form, obtained from the City, must be submitted to the Public Works Department by the property owner along with all required additional information. To be considered complete, the application must include, at a minimum, the following information:
  - 1. All property owner's name(s), property address, telephone number and the contact information of primary contact person.
  - 2. A statement describing the specific issues, problems or concerns regarding surface or stormwater on the property of the applicant that is proposed to be addressed.
  - 3. A completed Stormwater Questionnaire also obtained from the City, If not already in the stormwater master plan.
  - 4. A description and scope of the proposed corrective action, including a general site plan or a sketch showing the proposed actions, work or improvements to be performed on or in the property.
  - 5. The formal site plan or a sketch must include:
    - ❑ Detailed plan and scope for proposed storm water remediation (for example: Rain Gardens, Drain Berms, and Yard Inlets).
    - ❑ The specific location and scope of the proposed work and improvements on the property.
    - ❑ The direction of storm and surface water drainage flow with directional arrows.

### **SECTION 3 PROCESS FOR PROJECT APPROVAL**

Applicants that are notified by the City as being eligible and able to be funded shall take the following additional steps below to complete the approval process by the Frontenac Department of Public Work. Applicants that are notified as eligible but that are unable to be funded in the current fiscal year will be placed on the wait-list until funding is available whether in the current fiscal year or carried over into the next fiscal year. Applicants who are approved and choose not to proceed will need to reapply in the future.

1. Prior to project approval:
  - a. Submit a formal and complete engineering plan prepared by a Missouri-licensed Professional Civil Engineer, or landscape architect depending on the severity of the project with the necessary scope and design requirements for review.
  - b. If required, any, permits, easements or other information required by other governmental agencies or permitting authorities, such as the St. Louis Metropolitan Sewer District, U.S Army Corps of Engineers, or the Missouri Department of Natural Resources must be obtained prior to project approval.
  - c. Submit any necessary easements required by the City, fully executed and in recordable form, Prior to project approval.
  - d. Signed agreements from all adjacent property owners involved or required for the work to be preformed including any necessary temporary easements.
  - e. No application will be considered submitted until it is complete with the necessary information included.
2. After approval of the formal applications, specifications and permits, obtain and submit a minimum of three comparable bids from contractors that are fully capable of completing the proposed work of the project in a workmanlike manner and in full compliance with the scope of the work and applicable laws and regulations.
3. All improvements shall be required to be located and shown within easements created and dedicated to the City of Frontenac. Proposed easements for this purpose must be submitted along with the formal plan for approval. Recorded easements must be submitted with receipts before reimbursement will be made.
4. The property owner will be responsible for directly hiring the contractor to perform the work and assuring the contractor completes the work pursuant to the approved plan, scope and specifications.
5. Upon completion of the work, and before any reimbursement will be made, the homeowner shall provide to the Director, for review and approval, the following:

- a. Written verification by the homeowner of acceptance of the work by the homeowner's contractor and substantial compliance with the project documents and requirements; and
- b. All paid receipts or invoices showing the necessary detail and itemization for the materials and work done by the Contractor, with fully executed complete lien waivers and releases from the contractor, subcontractors and material suppliers; and
- c. A copy of required recorded easements.

#### **SECTION 4: SCOPE OF CITY REVIEW**

- A. The City will review the completed application along with the information submitted by the homeowner. The City will notify the homeowner of the eligibility of the proposed project as either:
  - 1. accepted with funding available;
  - 2. accepted with funding not available and placed on the wait-list;
  - 3. Ineligible and denied.
- B. Those projects accepted will be prioritized by submission date. Projects that can be funded in the current fiscal year will be approved pending submission of the required additional information, as set forth in policy above. The remaining approved projects that cannot be funded will be put on a wait-list and will be approved as funding may become available.
- C. For projects accepted and approved for funding, the homeowner must submit the additional required information as set forth in policy, above. Upon complete submission of the required information for approval, the City will review the formal plan and information to assure the project and proposed work meets all requirements of the applicable laws, regulations and ordinances and is consistent with the Plan, before approving the Project.
- D. After approval of the formal plan and submission of the required proposals and bids from the homeowner's contractors, the City will review the contractor and the eligible costs proposed by the selected contractor.
- E. Upon completion of the work and submission of the final information required for reimbursement, the City will perform a final inspection to verify the project was completed as designed and in full compliance with the scope of the work, applicable laws and regulations, and the Plan.
- F. Upon proof of complete payment by the homeowner of the costs and expenses of the project and submission of the itemized bills, invoices and recorded easements, the City will reimburse the homeowner for 50% of the total eligible project costs, but no more than \$25,000 total for any Project regardless of the total costs. The Minimum project cost is \$5,000 with a City match of \$2,500.

## **SECTION 5: REIMBURSEMENT COSTS**

The following costs are authorized for reimbursement under the Program, in a total amount not to exceed the lesser of 50% of the total approved or \$25,000.00.

1. The cost of demolition or removal of any site improvements (i.e. fences, sidewalks, driveway, etc.) necessary for excavation and installation of the improvements.
2. The cost of restoration of any section of sidewalk, driveway, or landscaping required to be removed by the work.
3. The cost of the improvements themselves.
4. The costs of necessary professional services employed for survey, design and engineering related to the proposed improvements.

## **SECTION 6: NON-ELIGIBLE COSTS**

The following costs are not eligible for reimbursement under the Program:

1. The cost of interior clean-up or other damage to the interior of the home or personal property caused by the construction or installation of the improvement.
2. The cost of lost wages or income to the homeowner or occupant due to absence from work necessary to work with the City or contractors to complete the repairs under the program.
3. Flowers, bushes, trees, landscaping, turf, and other similar yard improvements unrelated to or not reasonably necessary for the stormwater mitigation plan.
4. Utilities, lawn irrigation systems, low voltage, wiring and high voltage wiring and other similar equipment, materials or related devices unrelated to the stormwater mitigation plan.

The City may periodically amend these guidelines in the best interest of the City and its homeowners as allowed by Missouri law.