

Grant Application - GLSNRP 2022

Project Summary

State	Minnesota
Name of Applicant Organization:	City of Duluth, Minnesota
Project Name:	Keene Creek Resiliency Report - Irving Park Biofiltration Basin
Funds Requested:	\$121,000
Proposed Project Start Date (between August 1 and October 1, 2022)	October 1 st , 2022
Anticipated Project End Date: (no longer than 3-years from start date)	December 31 st , 2023
Contact Person for Application:	Tom Johnson
Title and Organization:	Senior Engineer – City of Duluth
Email:	tajohnson@DuluthMN.gov
Phone:	(218) 730-5103

What is this project and why does it warrant funding?

Share your organization's idea in 100 words or less.

Utilizing funds from the GLSNRP, Duluth aims to implement a high visibility green infrastructure project in an area that had been previously identified through a feasibility study with the goal to increase community climate resilience and enhance the condition of Lake Superior's outstanding water resources. Modeled after similar mapping efforts conducted by the University of Minnesota Institute on the Environment, the City has systematically identified, prioritized and cataloged the convergence of underutilized or vacant parcels within the immediate proximity of stormwater collectors and seeks to accelerate implementation of stormwater green infrastructure.

Has this Organization received any previous GLSNRP or Great Lakes Basin Program grants? (yes or no)

No

Is this project a continuation of a previous GLC-grant? (yes or no)

No

If yes, please identify the award number.

N/A

Did you view the applicant webinar or speak with GLC staff or your state Task Force member about the proposed work?

☒ Yes

☐ No

Provide the following information in the order listed, using the topic headings and instructions provided below. Please refer to the 2022 Request for Proposals (RFP) for additional details. Use no smaller than 11-point font. Do not add text outside the prescribed cells.

1. Applicant Information

Applicant Organization Mailing
 Address (including City, State, Zip):

City of Duluth, 411 West First Street, Duluth, MN 55812

Project Manager (Name, Title):
 Work phone:

Tom Johnson, Senior Engineer – City of Duluth

(218) 730-5103

tajohnson@DuluthMN.gov

Email address:

Unique Entity Identifier (UEI)¹ or DUNS number
 Organizational Employer / Taxpayer Identification Number
 (EIN/TIN):

S3MZFK8JXGJ3

N/A

For nongovernmental applicants, does your organization have
 501(c)(3) status from the Internal Revenue Service?

☐ Yes

☒ No

2. Project Description with Summary of Estimated Sediment & Nutrient Reductions

Project Type within the Great Lakes basin:

- ☐ Agricultural non-point
☒ Stormwater
☐ Stabilization of Great Lakes shoreline or streambanks

Grant Request Amount:

\$121,000

Match / In-Kind Amount:

\$31,250

Total Project Cost (grant request + match):

\$152,250

A. Project Work Area

List up to **four** 12-digit USGS Hydrologic Unit Codes (HUC) that comprise your implementation area. Visit https://greatlakescommission.github.io/GLC_HUC_Lookup/ to find your HUC-12 code(s).

HUC-12 Code(s)	HUC-12 Watershed Name(s)	GLRI Priority Watershed (if applicable)
040101020405	City of Duluth – Frontal Lake Superior	N/A
040102011604	St. Louis River	N/A

List the county or counties that comprise your
 project work area:

St. Louis County

¹ The Unique Entity Identifier or UEI is a new requirement of the U.S. federal government as it distributes funds to non-federal entities. More information on the UEI is available at this [website](#).

Identify Congressional districts within the project work area:
 Do activities in the project work area benefit any disadvantaged or historically underserved communities?

MN – 8
☒ Yes ☐ No

B. Summary of Estimated Environmental Results & Support of Existing Plans

In 600 words or less, describe how the project will reduce sediment and/or phosphorus loading issues (or support other relevant GLRI Focus Area 3 Measures of Progress) in your project area and support any state-approved nonpoint source reduction plan (i.e. watershed plan) and/or nine key elements plan or other government-endorsed plan encompassing the proposed work area.

Please be sure to provide:

- Context on the natural resource challenge(s) that your project proposes to address.
- How the proposed project fits into existing landscape or watershed plans.
- A link to the specific plan and page number.
- A description of how the proposed work benefits a Great Lake.

Located in the Irving Neighborhood on Duluth's West End, the Irving Park raingarden with biofiltration features as proposed will provide treatment to 17.341 acres of urban runoff, actively contribute to GLRI Focus Area 3 Measures of Progress in Lake Superior and the St. Louis River Estuary, and increase the climate resiliency of an economically disadvantaged, flood-prone locale. The underutilized area of the proposed raingarden, systematically identified through extensive geospatial analyses (Draft Resiliency Report – Keene Creek Watershed, p. 14), will serve to offtake and subsequently treat southerly stormwater flows of existing conveyance infrastructure along South 57th Avenue West. Flows received to the proposed basin will be treated for E. coli via combination of beneficial perennial plantings and engineered soil media which incorporates bio-char prior to subsurface drain reconnection to existing conveyance systems, and eventual discharge to nearby Keene Creek. Being located in a highly visible location near to parkland frequented by recreationalists, the area utilized for stormwater treatment will be publicly demarcated via the usage of educational signage meant to increase awareness of water quality enhancement mechanisms, and generally beautify the western portion of Irving Park.

In recent years, Keene Creek has garnered substantial attention from City of Duluth staff and interagency partners wishing to address both the bacterial impairment ([Final Duluth Urban Area Watershed Restoration and Protection \(WRAPS\), p.35, 91](#)) and legacy environmental issues currently existing in the watershed. A 2017 assessment by South Saint Louis County Soil and Water Conservation District (SSLCSWCD) included the watershed of Keene Creek among six "targeted geographic areas" prioritized for restoration and protection activities and further identified the location of "Irving Park downstream from South 57th Avenue West" as recommended for stream restoration activities ([WRAPS, p.46, p.118 \[Appendix p.4\]](#)). The Keene Creek watershed has been identified as a priority area for implementation funding of SSLCSWCD's One Watershed One, One Plan, and promoting "the implementation of low impact development techniques to reduce stormwater runoff" appears under the Duluth Urban Area section of the plan ([Duluth Urban Area Goals, p.2](#)). A 2020 bacterial source assessment conducted in collaboration with Burns and McDonnell and the Minnesota Pollution Control Agency (MPCA) revealed the greatest extent of E. coli to occur at two sampling locations corresponding to the lower reaches of the Keene Creek watershed, and identified **the specific location** of our proposed filtration raingarden as a likely source of E. coli ([Duluth Streams Bacterial Source Identification Study Final Report, p.34, 38](#); Draft Resiliency Report – Keene Creek Watershed, p. 43, 45). Available socioeconomic data from both

the [MPCA Environmental Justice Mapping Tool](#) and the [United States Department of Energy's LEAP](#) indicate that between 36.77-44.73% of people in the Irving Park Neighborhood (Census Tract 34) live at or below 200% of the Federal Poverty level, further justifying a need for targeted climate-related investment in the area.

The proposed location of the biofiltration raingarden in Irving Park, as designed, will mitigate E. coli deposition to Keene Creek and confer improved water quality benefits to the St. Louis River Estuary, and to Lake Superior. The installation of this stormwater treatment feature will serve to enhance the appearance of an underutilized portion of Irving Park, function as an educational component to recreationalists and passersby, and aligns with goals for the creek corridor and park usability in general. Awarded funds from the Great Lakes Sediment and Nutrient Reduction program for the purpose of implementing the raingarden in Irving Park would represent a crucial first investment in the City of Duluth's stormwater green infrastructure geospatial mapping process, likely "proving" our method to other grantors and accelerating the rollout of stormwater green infrastructure across the City.

3. Implementation Strategy

A. Implementation

Use this space to share your organization's **readiness to implement the project**, within the word count constraints indicated. For each GLRI Focus Area 3 Measure of Progress that the project supports, detail how your organization will work to achieve the results identified on the summary page of this Application. Note that specific activities and timing should be shared in Section 5, Schedule of Activities, below.

Space is also provided to share any additional benefits arising from the project which will be measured by the project team.

NOTE: Take care not to restate information provided elsewhere in this application. While some projects may logically support multiple measures of progress, it is not necessary to describe activities within each of the measures identified below unless activities are a good fit for that measure of progress.

Estimated annual Total Phosphorus (TP) reduction (pounds):	17.42
Description of activities intended to assure performance (300 words or less): See response to "Estimated annual gallons of untreated stormwater runoff captured or treated" below.	
Unique acres receiving technical or financial assistance on nutrient management²	0
Description of activities intended to assure performance (300 words or less):	
Estimated annual gallons of untreated stormwater runoff captured or treated	7.2 million (for maximum allowable area of 12 acres in EPA's stormwater calculator)
Description of activities intended to assure performance (300 words or less):	

² Nutrient management: Planning for and/or managing the amount, placement, and timing of plant nutrients to obtain optimum yields and minimize the risk of surface and groundwater pollution.

In April 2020, Duluth's City Council [declared climate change an emergency](#) and requested City administrators to prepare a [Climate Action Work Plan](#) prioritizing "stormwater management to adapt to increased precipitation and future flooding, including the use of green infrastructure." Page 8, Action 2.4, Strategy 5 of the Climate Action Work Plan calls for the development of a "stormwater management plan" and further details and illustrates the City's commitment to ensuring the timely implementation of green infrastructure practices and climate adaptation strategies. In tandem to the previously mentioned geospatial stormwater analyses culminating in the submission of this application, the City of Duluth has commenced in the initial development of the above prescribed Stormwater Management Plan, recently applying for and receiving a \$100,000 [stormwater planning grant](#) from the Minnesota Pollution Control Agency.

In addition to the many alignments of the Irving Park biofiltration raingarden to previously enacted climate ordinances, the implementation of the feature as described will substantially contribute to the mitigation of a known bacterial impairment in Keene Creek, and, as a consequence, GLRI Focus Area 3. The City of Duluth has engaged in extensive measures intended to identify and mitigate the incidence of E. coli loading to the receiving waters of Keene Creek with the goal of addressing TMDL impairments. Implementation of the project as proposed offers considerable opportunity for water quality improvement as a 2019 bacterial source assessment conducted by Burns and McDonnell identified the specific location of the proposed Irving Park biofiltration raingarden as one likely to harbor bacterial growth. Forthcoming initiatives of the One Watershed, One Plan in addition to future bacterial monitoring efforts by the Minnesota Pollution Control Agency will allow for ongoing evaluations of performance rooted in the interplay of climate resiliency and the quality of our outstanding water resources.

Miles/feet of Great Lakes shoreline and riparian corridors restored or protected	0
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Description of activities intended to assure performance (300 words or less):

Additional measurable benefits arising from project activities	See response below.
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Description of activities intended to assure performance (300 words or less):

The proposed project as designed includes substantial means to collect and retain sediment runoff associated with typical winter maintenance needs in the urbanized watershed. This project will serve as an important and effective means of capturing this sediment and its entrained pollutants for proper disposal to further aide in the protection of downstream water resources.

B. Conservation Practices to be Installed

Please fill out a separate description for each individual Conservation Practice type you will use in your project. Be sure to refer to local NRCS practice rates to assure consistency in the "Cost per unit" field below.

Copy and paste the following shaded section as many times as needed, describing each practice to be implemented.

Part I: Practice Details

Practice Name (with NRCS FOTG code , if applicable):	Underground Outlet (620)
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Description of Practice:	Diversion of excess surface and shallow subsurface flows along South 57 th Avenue West via introduction of 70 feet of 10-inch diameter corrugated polyethylene pipe located beneath the driving surface; introduction of perforated pipe beneath surface of sediment basin for timely collection and conveyance of flows following percolation through engineered soil media
Amount Implemented (in appropriate units e.g. acres, linear feet, number of practices, etc.)	70 linear feet
Cost per unit: (where applicable include % contributed from landowners and other sources).	\$9.00/foot
Funds Budgeted for Practice Installation: (In dollars, grant fund expenditures only.)	\$33,000
Estimated Installation Date(s): (month/year)	09/2023
Life of Installed Practice:	At least 20 years
Part II: Performance Measures (as applicable, fill in all that apply)	
Estimated Annual Soil Savings (in tons):	N/A
Estimated Annual Total Phosphorus Reduction (in pounds):	N/A
Nutrient management acres (improved amount, placement, or timing of fertilizer or manure):	N/A
Stormwater runoff captured or treated annually (gallons):	N/A
Shoreline or streambank stabilized (feet):	N/A
Additional measurable benefits:	N/A
Description of Calculation Methods: (Indicate how you calculated your estimated soil and phosphorus savings and/or reductions for each performance measure. Note that STEPL, the Region 5 model, or USDA's Nutrient Tracking Tool should be used to estimate sediment and particulate phosphorus reductions; the National Stormwater Calculator should be used for gallons of untreated stormwater runoff.)	N/A

Part I: Practice Details	
Practice Name (with NRCS FOTG code , if applicable):	Sediment Basin (350)
Description of Practice:	Excavated basin with sediment and trash pre-treatment forebay and biofiltration soil media for improvement to water quality; introduction of native perennial grasses, forbs and wildflowers species beneficial to pollinators and/or other desirable insects atop soil media designed to treat bacteria through the addition of bio-char, with an educational signage component for passers-by.
Amount Implemented (in appropriate units e.g. acres, linear feet, number of practices, etc.)	500 yards ³
Cost per unit: (where applicable include % contributed from landowners and other sources).	\$5/cubic yard
Funds Budgeted for Practice Installation: (In dollars, grant fund expenditures only.)	\$33,000
Estimated Installation Date(s): (month/year)	09/2023
Life of Installed Practice:	At least 20 years
Part II: Performance Measures (as applicable, fill in all that apply)	
Estimated Annual Soil Savings (in tons):	N/A
Estimated Annual Total Phosphorus Reduction (in pounds):	17.42
Nutrient management acres (improved amount, placement, or timing of fertilizer or manure):	N/A
Stormwater runoff captured or treated annually (gallons):	7.2 million gallons (for maximum allowable area of 12 acres in EPA's stormwater calculator)
Shoreline or streambank stabilized (feet):	N/A
Additional measurable benefits:	N/A

Description of Calculation Methods:

(Indicate how you calculated your estimated soil and phosphorus savings and/or reductions for each performance measure. Note that STEPL, the Region 5 model, or USDA's Nutrient Tracking Tool should be used to estimate sediment and particulate phosphorus reductions; the National Stormwater Calculator should be used for gallons of untreated stormwater runoff.)

The annual quantity of stormwater treatment (as methodically calculated below) was converted to liters (27,252,000 liters). This value was subsequently multiplied by the recommended event mean concentration of phosphorous as listed on the [Minnesota Pollution Control Agency's Stormwater Manual](#) for "Mixed" land use cover (0.290mg/liter, as consistent with the land use of this portion of the Irving neighborhood.) This figure (7,903,080 mg) was subsequently converted to pounds (17.42 pounds)

The process for determining the annual stormwater runoff to be captured by the Irving Park biofiltration raingarden is as follows. ArcGIS Pro was used to digitize an area equal to the sum of the total catchment diverted to the planned biofiltration rain garden. The summation of this area (determined to be 70,176.537m² and converted to 17.341 acres) is composed of roads, sidewalks, driveway aprons residential rooftops, and a complex assortment of intermingled vegetated foliage existing on both public and private parcels. The highest allowable treatment area (12 acres) was submitted to the [EPA's National Stormwater Calculator](#) assuming an 80% extent of impervious land cover and the following selections/entries of the tool were as follows:

- Hydrologic Soil Group - D
- Surface Slope (%) - 5
- Precipitation Data Source - Duluth Intl. AP
- Climate Change Scenario - None
- % Lawn – 20
- % Impervious – 80
- % Infiltration Basin – 100
- Years Analyzed – 20

The stormwater calculator results were as follows:

- Average Annual Rainfall (inches) – 28.26
- Average Annual Runoff (inches) – 16.97
- Days per Year with Rainfall – 57.41
- Days per Year with Runoff – 31.63
- Percent of Wet Days Retained – 44.91

The proposed practice is estimated to divert 90% of the 16.97 inches of annual stormwater runoff from the 17.341 acre catchment area for treatment and subsequently treat up to 7.2 million gallons of stormwater annually.

C. Timing of Conservation Practice Implementation

Using the table below and adding rows as needed, chart an estimate of when Conservation Practices will be installed. Completion of a similar table will be required within grantee quarterly reports and will be used by the GLC to annually report on progress to our funder, the NRCS. The completed table should reflect new practice amounts planned for each year, without duplication. Recall that federal fiscal years span from October 1 through September 30. If a practice is to be installed and continued on the same acres in subsequent years, then leave those subsequent years blank.

Practice Name	Federal FY 2023 Oct. 1, 2022- Sept. 30, 2023	Federal FY 2024 Oct. 1, 2023- Sept. 30, 2024	Federal FY 2025 Oct. 1, 2023- Sept. 30, 2025
	Amount Installed	New Amount Installed	New Amount Installed
Underground Outlet (620)	70 linear feet	N/A	N/A
Sediment Basin (350)	500 cubic yards	N/A	N/A
N/A	N/A	N/A	N/A

D. Technical Assistance and Other Specific Expertise

Briefly describe the technical assistance required to implement the project over a three-year period. Grant funds may be used to pay for technical assistance, or this may be shown as match. For the purposes of this section, “technical assistance” includes skilled conservation professionals guiding participating agricultural producers, as well as any other specific expertise necessary to assure project success such as contributions from agronomists, licensed engineers, landscape designers, or archaeologists.

Should the proposed Irving Park biofiltration rain garden be awarded GLSNRP funds, the City of Duluth will transmit to its public webpage a [request for proposals \(RFP\)](#) from all qualified professional engineering firms to submit final designs, surveys, specifications and construction administration of the stormwater feature as described in this application. For the timely implementation of the project as proposed, the whole of the design and construction process will necessitate a collaborative relationship between contracted engineering professionals, City of Duluth stormwater engineers, utility program coordinators and sustainability professionals.

4. Communication Efforts

A. Kickoff Event

A kickoff event should be held in the first or second quarter of the project to gather project partners and launch necessary outreach activities. Please share plans for this event in the space below. Continued uncertainty arising from the COVID-19 pandemic may require virtual participation or other adaptation of planned outreach events.

Following the RFP process, and prior to the issuance of a Notice to Proceed, City of Duluth stormwater engineers, utility program coordinators and sustainability professionals will meet with the selected engineering firm to discuss the project and its desired outcomes. Serving as a sort of “kickoff meeting”, details on this project’s source of funding, a description of desired public engagement via social media, and the broader impact of implementing a project from the aforementioned Keene Creek Resiliency Report will be relayed to all project partners. The City of Duluth regularly relies upon both in-person conference rooms and virtual meeting platforms to conduct official business, and will monitor the ongoing COVID-19 pandemic before determining how best to facilitate this introductory discussion.

B. Ongoing Outreach

During your project, you will be required to conduct an ongoing outreach campaign for audiences most appropriate to the project and its success. Describe your strategy to keep these audiences informed of project activities. These activities are not an afterthought and will be a key focus as applications for funding are reviewed and scored.

Duluth has a robust public engagement culture. All park and community development planning is vetted through processes that include on-site public meetings, web-based and paper surveys that produce Small Area Plans and park Mini-master Plans that guide development. Irving Park has a complete and approved Mini-master Plan facilitated by Duluth Parks and Small Area Plan facilitated through Duluth LISC and Duluth’s Community Development division. Improvements to the Keene Creek watershed are in keeping with these publicly approved plans. This project serves to make measurable steps towards improving water quality while complimenting park usability. Duluth regularly updates residents on park related matters via public meetings, press releases, and [Facebook](#) and [Instagram](#).

Spreading awareness of the many benefits derived from nature-based stormwater management will gain public support for the implementation of additional green stormwater projects. Site design of the biofiltration basin in Irving Park will include educational signage intended to increase awareness to passersby on the many benefits of nature-based stormwater treatment systems, and the ecological advantages conferred via perennial grasses, forbs and wildflowers beneficial to pollinators and other desirable species.

Duluth maintains working relationships with the [Regional Stormwater Protection Team](#) (RSPT), an assortment of local, state and federal government officials, agency partners, and university professionals. RSPT, which allows its members to annually vote upon and select “focus areas” has, for Fiscal Year of 2022, selected green infrastructure as an area of particular value for outreach and engagement. Duluth will gladly share with the RSPT the project progress and outcomes to foster mutual learning and cross-network sharing of green infrastructure implementation strategies. Duluth is committed to accelerating the rollout of nature-based stormwater treatment strategies and will participate in public and professional stormwater outreach opportunities as they are identified.

C. Project Wrap-up

Please describe your plan to share project results and outcomes with the project funder and with the public through outreach and technology transfer. At the completion of your project, you may wish to do a public information announcement on project outcomes. This can include local press releases, a media event for local officials and the public, or other efforts. Please describe your plans for these activities.

Duluth has multiple ways to disseminate information to project funders and the public. In addition to Duluth's [Facebook](#) and [Instagram](#) accounts and ongoing working relationship with [RSPT](#), Duluth employs a Public Information Officer who frequently publishes statements and press releases about Duluth's advancements and successes. Duluth will conduct at least one press release highlighting the project and its impact for local water quality. Duluth has engaged in high-impact outreach and information transfer projects in the past, including the [Duluth Citizens' Climate Action Plan](#) and the [ImagineDuluth2035 Plan](#), and is committed to engaging with and educating members of the public on future green infrastructure implementation plans.

D. Knowledge Transfer

Please indicate your willingness to send at least one staff person to a conference of GLNSRP grantees tentatively scheduled for late summer or early fall 2024 in or near Ann Arbor, Michigan. Also indicate whether your organization would be interested in giving a presentation on the work-to-date under this proposed project, if funds are awarded. Willingness to attend this conference of GLNSRP grantees does not affect project scoring. Grant funds may be used to support travel to the conference.

Duluth is willing to attend virtually and will revisit the possibility of physically attending this event closer to the scheduled date in 2024.

5. Schedule of Activities

Use the table below to list specific activities (e.g. kickoff event, permitting, construction, landowner outreach, practice installation etc.) to assure achievement of project outcomes. If selected for funding, the program will rely upon these commitments as a means of tracking progress.

Activity	Planned Delivery Date
Formulation of RFP	10/1/2022
Issuance of RFP to hire engineering consultants to complete design of, manage and construct the Irving Park biofiltration rain garden as proposed	11/1/2022
Review, score, and select highest scoring RFP response	12/1/2022

Complete contracts with consultant and facilitate kickoff meeting with project partners (location/format to be determined based on regional COVID-19 status). Issue Notice to Proceed with final portion of site design.	1/15/2023
Final Design/Construction Plans Approval. Plans put out for public bid/awarded to low bidder	4/1 - 4/28/2023
Issuance of Notice to Proceed with project construction of the proposed Irving Park biofiltration raingarden; issue a City of Duluth press release and casual social media posts detailing the successes of the Keene Creek Resiliency Report and the GLSNRP partnership allowing its implementation; special consideration given to potentially limiting factors of site constructions including, but not limited to: contractor availability, material acquisition and/or late season climatic conditions and/or associated planting/seeding limitations. The limiting factors as described above may necessitate the delay of site construction to spring of 2024, and the resultant delay of those scheduled activities below.	5/15/2023
Share with local, regional, state and federal partners, including RSPT members, news of the implementation of the Irving Park raingarden with biofiltration features and the City of Duluth's willingness and desire to implement additional green infrastructure projects, especially those that occur in the newly proven watershed-specific resiliency plans; contracted engineering consultants, in collaboration with City of Duluth staff to inspect completed works and sign-off on completion of project as required per site design standards	Summer of 2023
Complete construction of the biofiltration raingarden at the location in Irving Park; issue City of Duluth press release and casual social media posts detailing the conclusion of construction efforts in Irving Park and the City's willingness and desire to implement additional green infrastructure projects	9/30/2023
Complete Final Report for submission to GLSNRP including final invoice for all remaining eligible project expenses and a final stormwater reporting form as described in the GLSNRP RFP.	12/31/2023

6. Budget Narrative

For each budget category provide a narrative description of the items and associated expenses to be included in your budget. The total dollar amount listed for each category should equal the value listed in the Budget Form that will be completed as a separate file (described under Section 7, below).

Within the following boxes, please only describe items or services that will be funded with grant funds. Match items and amounts should be described under Part H (Match), below.

A. Salaries and Fringes

List the type and number of employees (e.g., director, engineer, planner, technician) who will be working on the project. For each employee, indicate the percentage of time (typically shown in Full Time Equivalents (FTEs)) or the number of hours that they will be funded by the grant to work on the project, as well as the total cost for each employee to work on the project. Applicants should budget time and resources for staff to comply with requirements pertaining to quality, permits, and

approvals necessary for the project (or cover these costs through other non-federal sources as a project match).

Please also describe any fringe benefits to be included in this budget category, and the percentage or basis used for its computation.

Projects with a larger percentage of the budget allocated for personnel should describe why this is necessary within the circumstances of the project.

Employee hours or fringe benefits not funded by the grant should be described under the Match category, below.

N/A

B. Travel

List the individual travel costs (e.g., miles and mileage rate, rental costs, estimated number of trips) expected to be incurred by the applicant's staff during the project, including any anticipated costs to travel to required meetings. Travel costs for contractors, consultants, or landowners to participate in this project should be included under the Contractual Services amounts listed under that category. Travel costs may also be budgeted for travel to the GLSNRP Grantee Conference discussed in Section 4.D, above.

N/A

C. Equipment

While the purchase of equipment (such as vehicles and/or field implements) will not be funded through this year's award of funds, leasing of this type of equipment is allowed and should be described within this section. The retrofitting of existing equipment may be allowed with adequate justification and characterization of planned expenses. Identify planned purchases or lease arrangements valued at \$5,000 or more. Note that items valued at less than \$5,000 should be included under Supplies and Materials, below.

N/A

D. Supplies and Materials

Describe all office and other supplies or materials necessary for the project, including allowable equipment described in Part C. above, with a value less than \$5,000. Explain any costs that may appear out of the ordinary.

N/A

E. Other Direct Costs

Please itemize and describe any additional direct expenses you have for the project that do not fit under any of the other budget categories. This may include insurance costs specific to the project,

room and A/V rental and refreshment costs for meetings, phone costs, postage and printing costs, or communications expenses for newsletters, project publicity, signs, or brochures.

N/A

F. Contractual Services

This category includes any costs associated with hiring contractors or consultants involved in all or some portion of the installation of Conservation Practices, or other services provided by staff or agencies other than the applicant (e.g., engineering or agronomic studies). This may also include direct payment or cost-share agreements established with landowners/land users as incentives or reimbursements to install Conservation Practices on the land they own or operate.

List each anticipated contract and associated dollar amount in the table below. Where applicable, specify the Conservation Practices each contractor will install.

Type of Service (and Conservation Practices to be Installed, if applicable)	Contract Amount (Grant Funding Only)
Contractual services for construction of underground outlet structures and sediment basin comprising the Irving Park biofiltration basin	\$66,000
Surveying, design and development of construction plans and technical specifications from contracted engineering firm for outlet structures and sediment basin comprising the Irving Park biofiltration basin; provide construction administration.	\$55,000

Where possible, please describe any additional plans or details you may have for the project tasks to be subcontracted.

N/A

G. Indirect

Indirect costs are those incurred by the applicant for a common or joint purpose benefiting more than one cost objective or project, and otherwise not readily assignable to specific cost objectives or projects as a direct cost. (See the RFP for additional information.)

Applicants may include indirect costs within their project budget but are not required to do so. As alternatives to charging all indirect costs to grant funds, applicants may voluntarily: (1) forego part or all of their indirect costs as a grant expense, or (2) include part or all of their indirect costs as match for the project (allowable only if indirect cost items (e.g., office space, utilities, general administrative support) are not otherwise supported by a federal source).

If your organization has a federally “Negotiated Indirect Cost Rate Agreement” (NICRA), you must use this rate to determine indirect costs for your project (and are required to upload a copy of your current agreement via the Web Application Form) unless you are choosing to voluntarily reduce your indirect costs as described above.

If your organization does not have a NICRA, you may use the de minimis rate of 10 percent of Modified Total Direct Costs (as defined by 2 CFR 200.414 (“Indirect (F&A) costs”)) or some other

voluntary rate less than the 10% de minimis. MTDC includes all direct salaries and fringes, travel, supplies and materials, other direct costs, and the first \$25,000 of **each** contract. MTDC excludes equipment, capital expenditures, and contract amounts over \$25,000.

Please use the corresponding budget form (available at: <https://www.glc.org/work/sediment/apply>) to complete Section 6 of this application. If you have questions about how to calculate your indirect costs, please contact Nicole Zacharda, GLC Program Manager at [nzecharda@glc.org](mailto:nzacharda@glc.org) or 734-396-6084.

In the box below, please describe whether you are using a NICRA rate (and how that rate is applied to your project budget), the 10% de minimis rate, or some other voluntary rate less than the 10% de minimis rate.

If you do not wish to include any indirect costs as a grant expense, please indicate that below. If you will be including indirect costs as match, please address that separately under Part H (Match).

N/A

H. Match (25% minimum required)

Describe all match items, services, or other financial contributions (e.g., landowner cost share) to the project not paid for with the grant or with other federal funds. In general, items or services that would be eligible for the use of grant funds under this program would also be eligible match items for your project. Similarly, items that are not eligible to be funded under this program are not eligible match items. Please refer to the RFP for more information.

Applicants selected to receive grant funding will be contractually obligated to meet all match amounts included in the approved project budget.

The City of Duluth commits to meeting the 25% contractually obligated sum through the following mechanisms:

Senior Engineer – \$79.94/hour x 50 hours = \$4,000.00 (salary & 60% fringe)

Utility Programs Coordinator – \$54.16/hour x 60 hours = \$3250.00 (salary & 60% fringe)

Total Amount in Salary + Fringe = \$7,250 and the one-time financial contribution of \$24,000 for a cumulative sum of **\$31,250.**

7. Budget Table

All applicants must complete (and upload via the Web Application Form) one of the available budget forms to show how you intend to spend your grant and match funds over the life of your project. Please choose the appropriate budget form from the application website, depending on whether you will be using a NICRA or the 10% de minimis rate to calculate your indirect costs. The only difference in these two forms is the calculation of indirect costs. Please note that totals and subtotals on the form will round to the nearest dollar.

Federal guidance allows you to voluntarily reduce the Indirect Costs charged as grant expenditures to provide additional match for the project. To do this, please review the instructions at the top of the budget form on how to decrease the amount in the “Grant Amount Indirect Cost” column and show the corresponding difference in the “Local Match Indirect Cost” column. Your total Indirect Costs from both the Grant Amount and Local Match columns of the budget form should not exceed what you are eligible to recover in Indirect Costs for the project.

Under each Budget Category of the appropriate form, enter the activities, entities, or items that will be funded by the grant or counted as local match for the project. Please be specific and itemize costs (and contract amounts) where possible.

If you have questions about how to complete your budget form, please contact Nicole Zacharda, GLC Program Manager at nzacharda@glc.org or 734-396-6084.

8. Administrative Capacity

Briefly describe your organization type (e.g., local government, state agency, tribe, college or university, non-profit, other) and describe roles and responsibilities for decision-making, recordkeeping, and reporting to GLC. Administrative and reporting requirements, including the insurance requirements for grant recipients, are referenced in the RFP.

The City of Duluth is a local unit of government with an established [Department of Public Works and Utilities](#). Within the City of Duluth Department of Public Works and Utilities are the Divisions of [Engineering](#) and [Utility Operations](#) who employ dedicated staff to direct and manage the City’s utility of stormwater conveyance systems. Those Public Works and Utilities staff involved with the maintenance and improvement of stormwater-related matters routinely interact with the City of Duluth’s [Office of Sustainability](#) to ensure current and future systems are designed and retrofitted to absorb future climatic perturbations. This application, a collaborative effort of those entities described above, was supported by the [Department of Finance](#) and the [Attorney’s Office](#) who provided supporting details and technical expertise.

As documented in the attached addendum from the City of Duluth Attorney’s Office, the City of Duluth and all its divisions are self-insured as authorized by Minnesota Statutes 471.981 for General and Auto Liability, to the full extent of its statutory limits of liability as set forth in Minnesota statutes Chapter 466. The self-insurance provides for coverage in the event an incident occurs that is deemed to be attributable to the negligent or intentional acts of omissions of the City and of its officers and employees acting within the scope of their authority. Since this program is self-insured and is covered by the above statutes, there is no insurance policy and there are no effective/expiration dates.

Describe whether your organization is regularly subject to an independent financial audit and list the time period covered by your most recent audit. Please upload a copy of your most recent audited financial statements via the Web Application Form.

The City of Duluth is subject to annual audits by the Minnesota Office of the State Auditor. The time period of the most recent audit conducted by the Minnesota Office of the State Auditor is for the Fiscal Year Ended December 31st, 2020 and can be found [here](#). The 2021 annual audit will be available in June of 2022.

Describe the types of internal controls that your organization has in place to ensure accurate and timely management of grant funds. Additionally, please list up to three examples of past awards (of similar size and nature) received by your organization and describe whether you successfully met all required reporting obligations and other terms of the award(s). If an award was terminated or cancelled early, or you were subjected to an administrative audit by the funder, please provide additional detail.

The City of Duluth [Finance Department](#) and [Auditor's Office](#) provide internal controls for the effective, accurate and timely management of awarded grant funds. Duluth has administered millions of Federal and State grant dollars and is current on all reporting.

Federal grants: sources include the US Departments of Agriculture, Commerce, Housing and Urban Development, Justice, Labor, Transportation, Energy, EPA, National Park Service, Federal Recreational Trail Program, Homeland Security and NOAA.

State sources: Commerce, Education, Employment & Economic Development, Health, Labor, Peace Officers Board, BWSR/SWCD, Public Safety, Transportation, and the Department of Natural Resources. DNR grants administered include Clean Water, Legacy Parks and Trails, Regional Trail, Local Trail Connections, and Outdoor Recreation programs.

Recent past awards include:

2020 Violent Crime Enforcement Teams for \$810,000.00 (State of MN)

2017 SAKI Project for \$626,835 (Federal)

2018 Comprehensive Opioid Abuse Project for \$279,897 (Federal)