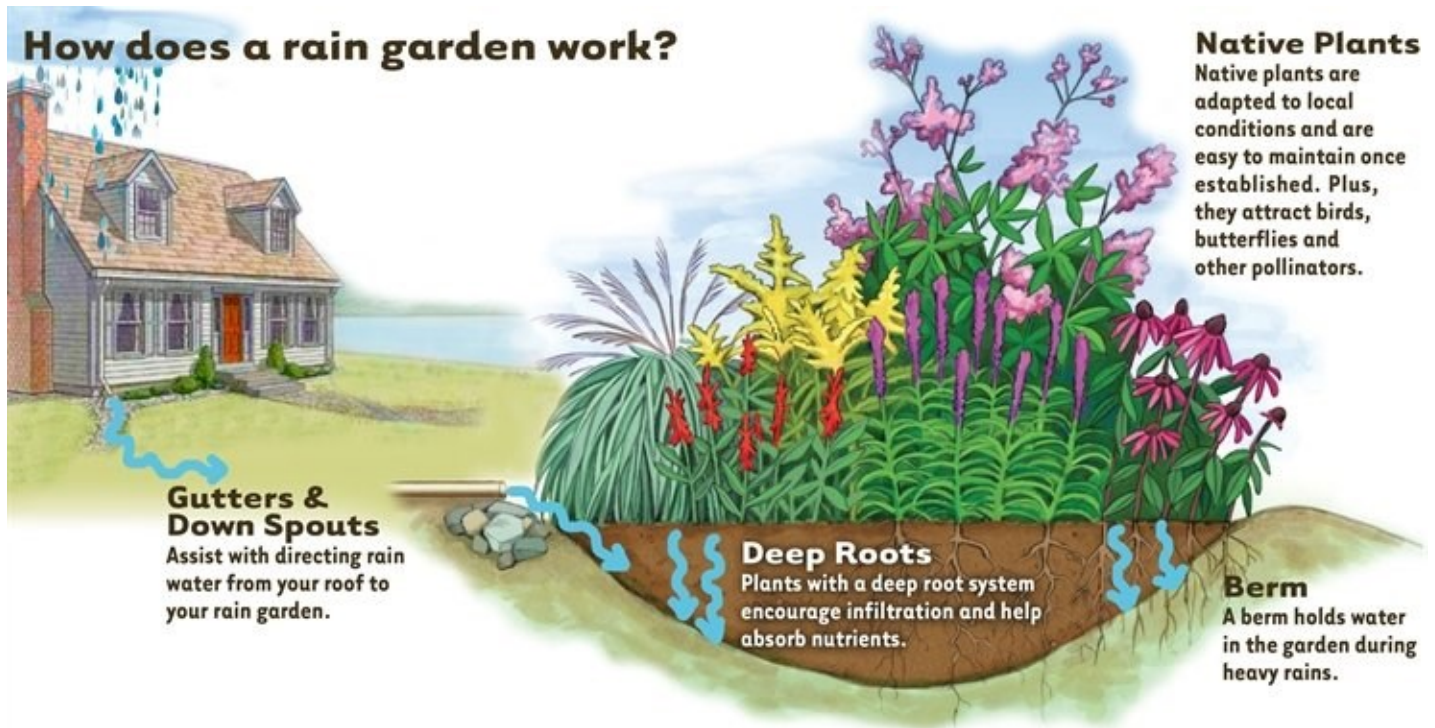


# Residential & Community Rain Garden Rebates

Elks Run Watershed, Jefferson County, WV



The Eastern Panhandle Conservation District, in partnership with the West Virginia Conservation Agency, West Virginia Department of Environmental Protection, Elks Run Watershed Group, and EPA's Chesapeake Bay Program is offering a "Residential Rain Garden Rebates" program in the Elks Run Watershed to promote the installation of rain gardens in order to reduce the amount of pollution that enters Elks Run and Elk Branch through rain water runoff. Elks Run and Elk Branch are impaired for fecal coliform bacteria and sediment. By capturing and filtering rain water runoff through the installation of rain gardens, levels of sediment, nutrients, and bacteria may be reduced in our local waterways.

## What is a Rain Garden?

A rain garden is a planted depression that allows rainwater runoff from impervious urban areas, like roofs, driveways, walkways, parking lots, and compacted lawn areas, the opportunity to be absorbed. This reduces rain runoff by allowing stormwater to soak into the ground instead of flowing into storm drains and surface waters which causes erosion, water pollution, and flooding. The purpose of a rain garden is to help control stormwater on your property which will help improve water quality in nearby bodies of water.

## How Would a Rain Garden Benefit My Property?

- Protect rivers and streams
- Reduce potential of home flooding
- Create habitat for birds & butterflies
- Reduce lawn maintenance
- Provide beautiful landscaping

## How Can I Receive Assistance to Install My Own Rain Garden?

The Residential Rain Garden Rebates Program is offering a 50% reimbursement for rain garden installations in the Elks Run watershed, up to \$1,200! In addition to the 50% rebate, EPCD provides plants and a rain garden design at no additional cost, the combined value of which is up to **\$800!** For more information, please review the enclosed program guidelines, which can also be found at [www.ElksRunWatershed.org](http://www.ElksRunWatershed.org) Questions? Call (304) 263-4376 ext. 3 or email [scampbell@wvca.us](mailto:scampbell@wvca.us)

# Program Steps

1. Attend Elks Run Rain Garden Training if possible.
2. Review program guidance and application form.
3. Identify areas of your yard down slope of roof drain downspouts where gardens can be installed.
4. Contact MISS Utility at 800-245-4848 to have your yard flagged for utilities. Gardens may not be placed where utilities are marked.
5. Complete application form and all required attachments and return to the Eastern Panhandle Conservation District.
6. Program partners will review your application form and schedule a site evaluation to determine if your property is suitable for rain garden installation and to begin planning your rain garden if your property meets rain garden criteria.
7. At your site evaluation, program partners will determine size of rain garden required to treat your roof-top runoff. In order to move forward with design and installation, you will be required to sign a 5 year maintenance agreement for your garden. After you have signed your maintenance agreement, program staff will develop a detailed design for your rain garden, free of charge (**up to a \$1,000 value!**) to be used by a contractor to install your garden. *\*Please note that if you do not follow through with having your rain garden installed, you will be responsible for reimbursing EPCD for the cost of your rain garden design.*
8. After the Conservation District receives and approves your signed agreement, you will receive a packet of forms and reporting guidelines that you must follow and complete in order to receive your reimbursement. Once you receive this packet, you may proceed with installation of your rain garden.
9. Contact EPCD's approved rain garden installers with your rain garden design, obtain quotes for your installation, select your contractor, and schedule your rain garden installation. You will receive information for our approved installers when you receive your approval packet in the mail. You must use one of EPCD's **approved** installers in order to be eligible for reimbursement.
10. Program staff must be on site during rain garden installation. Contact staff at (304) 263-4376 or scampbell@wvca.us with your rain garden installation date.
11. After the garden is installed by your contractor, EPCD's program staff will conduct final inspection your garden. *Before you remit payment to your contractor, we highly recommend that you have your final inspection to verify that it was properly installed and that the specifications in your contract were followed.*
12. EPCD will provide you with your plants, free of charge (**up to a \$200 value!**). You must receive and plant your native rain garden plant kit (an assortment of native plants that do well in rain gardens that the program provides) at the times specified in the program timeline.
13. Water every four days during periods of little to no rain fall through September 30 to ensure survival of your plants.
14. To receive your reimbursement, return all of the required forms and attachments, including photographs and your receipts (per the packet you will receive in the mail) to the Eastern Panhandle Conservation District.
15. A check will then be mailed to you that will cover **50% of your costs, up to a maximum of \$1,200**. The following items are eligible for 50% reimbursement, up to a **total** reimbursement of \$1,200 for total project cost:
  - Approved professional excavation company
  - If you do not use a professional to install your garden, we can reimburse you for the costs of the following materials:
    - Stone, Soil amendments (top soil, sand, compost, mulch), Equipment rentals (i.e. rototiller), Materials for conveyance system (stone, liner, soil amendments to create grassy swale).

# Program Guidelines

## Participant Eligibility

Landowners and Homeowner's Associations located in the **Elks Run watershed** are eligible to participate.

Not sure what watershed you're in? Go to [www.Region9WV.com](http://www.Region9WV.com), click "Chesapeake Bay Updates" on the left hand side of the page. Then, scroll down and click "What's My Watershed?" From there, you can enter your address in the search bar and find out exactly what watershed you live in!

## Program Requirements

- Site must be located within the Elks Run watershed
- Projects must follow program timeline, and be planted within the required planting timeframe.
- Rain gardens will be designed to be *at least* 50 square feet, and *no more than* 150 square feet in area.  
*\*Rain garden designs that are larger than 150 square feet will require further evaluation by program partners prior to approval.*
- All program forms must be filled out in their entirety and include all required attachments.
- A 2-3" hard wood mulch layer is required where appropriate to inhibit weed growth, prevent soil loss, and retain moisture
- Landowner must agree to maintain the design feature for a minimum of five years. Maintenance agreement includes watering plants during establishment, weeding, pruning, annual mulching, and plant replacement as needed.
- If a contractor is used, they must be on EPCD's list of approved contractors.
- Application must be submitted and signed by the actual landowner.
- Gardens **must** be placed 10 or more feet away from house or any other structure.
- You must call MISS Utility and have any utilities marked in your project area before you dig: 1-800-245-4848
- Upon receipt of plants, landowners must water the plants every 4 days through September 30 in order to ensure

## Funding Selection Criteria

- Applications are due by July 20, 2015.
- Site visits will be scheduled on a first come, first serve basis.
- The first five sites that are evaluated and deemed by program staff to be suitable for a rain garden will be approved for the program.

## \*\*\*\*\*Important Dates\*\*\*\*\*

Deadline for applications	March 1
Site evaluation with program staff	March 7-18
Notification of approval (contact contractors and plan your rain garden installation. <i>You must contact program staff with rain garden installation date so that staff can be on site during installation</i> )	Week of April 20 <sup>th</sup>
Plant kit delivery	April 29 <sup>th</sup>
Garden Installation and planting	April 20-May 13
Water every four days during periods of little to no rain fall.	Receipt of plants through September 30
Receipt of reimbursement	If you submit your forms and invoices no later than May 13th, you will be approved for your reimbursement by May 18th and receive your check shortly thereafter.
Receipt of reimbursement	If you submit your forms and invoices no later than May 11th, you will be approved for your reimbursement by May 18th and receive your check shortly thereafter.

# Residential Rain Garden Application

When completed, please return this form to:

Eastern Panhandle Conservation District

151 Aikens Ctr., Ste. 2

Martinsburg, WV 25404

Or scan and email to [Rlucas@wvca.us](mailto:Rlucas@wvca.us)

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

## Project Details

What are your project goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did MISS Utility identify any utility lines in your project area? If yes, which utilities?

(Gardens may not be placed where utilities are marked.)

\_\_\_\_\_

Are you aware of any existing sink holes on or near your property? If so, approximately how far away are they?

\_\_\_\_\_

Do you have a septic sytem? If so, please obtain a copy of your septic site plan (called "Septic Final") from the Health Department and attach it to this application.

\_\_\_\_\_

Do you own your property? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you rent your property? Yes \_\_\_\_\_ No \_\_\_\_\_

Size of property: \_\_\_\_\_ acres

Approximate distance to nearest waterbody (if known) \_\_\_\_\_

Name of nearest waterbody \_\_\_\_\_

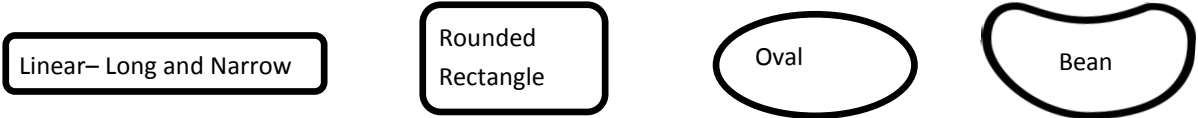
Do you live in a subdivision? \_\_\_\_\_ Name of subdivision \_\_\_\_\_

**Site Sketch**

Please provide a sketch of your property. Indicate where on your property you believe you have space for a garden. The sketch should be of the property as viewed from above. Please include the following in your sketch:

- Outlines of buildings
- Location of bordering sidewalks and roads, including road names

Potential location(s) and shape of your proposed rain garden. *Here are just a few examples of how a rain garden can be shaped:*



- Position of existing vegetation
- Show slope by drawing arrows that point down hill.

*If additional space is needed, you may attach a sketch.*

I, \_\_\_\_\_ have completed this form and all of it’s attachments accurately to the best of my ability and I am aware of and understand the “Program Steps” and “Program Guidelines” as stated on pages 2 and 3 of this application document.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

## Plant Selection

Which of the native plant bundles described below would you prefer for your garden?

\_\_\_\_Petite    \_\_\_\_Butterfly    \_\_\_\_Wild & Wonderful

*Please note that species are subject to substitution or change based on nursery availability.*

### Native Plant Bundle Options\*

Native Plant Bundle	Height Range	Species	Shrubs (optional)
Petite	1-5 feet	Cinnamon Fern, Tussock Sedge, Eastern Columbine, Butterfly Milkweed, Purple Coneflower, Wild Blue Indigo, Golden Knees, Mist Flower, Common Boneset, Cardinal Flower, Great Blue Lobelia, Monkey Flower, Black-eyed Susan, Blue Vervain, Blue Flag	N/A
Butterfly	3-6.5 feet	Eastern Columbine, Swamp Milkweed, Butterfly Milkweed, Purple Coneflower, Wild Blue Indigo, White Turtlehead, Mist Flower, Common Boneset, Cardinal Flower, Great Blue Lobelia, Bee Balm, Black-eyed Susan, Blue Vervain	Black Chokeberry (6 feet)  Button Bush (12 feet)
Wild & Wonderful	1-8 feet	New York Fern, Tussock Sedge, Purple Coneflower, Swamp Milkweed, White Turtlehead, Golden Knees, Joe-Pye Weed, Common Boneset, Cardinal Flower, Great Blue Lobelia, Bee Balm, Black-eyed Susan, Blue-eyed Grass, New York Ironweed	Black Chokeberry (6 feet)  Silky Dogwood (12 feet)  Button Bush (12 feet)

\*dependent on nursery stock available and subject to substitution or change



# Agreement, to be signed upon successful completion of your site evaluation:

## Statement of Understanding and Waiver of Liability

I \_\_\_\_\_, have completed this form accurately to the best of my ability. I will not begin construction of my rain garden until I have received an approval packet from the Eastern Panhandle Conservation District. I understand that I may not be approved for this program and that this application does not obligate the Eastern Panhandle Conservation District to enter into a contract. If I begin construction before I have been notified that I am approved, I am no longer eligible for reimbursement. If I am approved to the program, I will follow program guidelines and timeline and submit all required forms to the Eastern Panhandle Conservation District. If I do not follow the guidelines and submit all of the required forms, I will no longer be eligible for reimbursement. If **after I am approved, I agree to have my rain garden design completed and do not have my rain garden installed, I will then be held responsible for the cost of design (which is otherwise covered in full by EPCD).** As soon as my rain garden is installed and planted, I will inform the Eastern Panhandle Conservation District that the project is completed and schedule an inspection. **I understand that it is recommended not to remit payment to my contractor until the garden passes inspection and program staff verifies that the garden meets the specifications outlined in my contract.** I understand that I cannot receive reimbursement until my rain garden passes inspection and that I am only eligible for a reimbursement of 50%, up to a maximum of \$1,200. This program will not pay more than \$1,200 for any practices.

Upon approval of this application, the undersigned hereby agrees to participate in this Residential and Community Rain Garden Program. His/her participation agrees to : (1) to carry out on the land unit as shown in the application form hereof, land adjustments, streambank management and conservation practices in conformity with and as shown in the attached plan/schedule of operations, which is hereby made a part of the Maintenance Agreement, according to the time schedule noted and in accordance with the conservation treatment and specifications and other special program criteria obtained from the local field office of the Eastern Panhandle Conservation District and the West Virginia Conservation Agency. (2) Forfeit all rights to further payments or grants under the contract, at any stage during the time that the participant has control of the land if the conservation district deems that such a violation is of a nature as to warrant termination of the contract or to make refunds or accept such payment adjustments as the conservation district may deem appropriate if he/she determines that the participant's violation does not warrant termination of the contract. (3) Upon transfer of the participant's right and interest in the land during the contract period to forfeit all rights to further payments or grants under the contract and refund the conservation district all payments and grants received thereunder unless the transferee of the land agrees with the conservation district to assume all obligations of the contract. (4) All practices in the plan/schedule of operations will be maintained for the life of the practice. (5) Cost-share payments will be reported to the IRS as income and could result in my/our taxable obligations to the IRS.

The Eastern Panhandle Conservation District, WV Conservation Agency, and all affiliated program partners are not liable for any damages or injuries that occur to myself or my property during my participation in this program. I should not enter this program unless I am medically able to perform the physical tasks required to install and maintain a rain garden. **I assume all risks** associated with participating in this program. Having read this and knowing these facts, I, for myself, and anyone entitled to act on my behalf, waive and release the Eastern Panhandle Conservation District, West Virginia Conservation Agency, Elks Run Watershed Group, WV Department of Environmental Protection and all program partners, their representatives and successors, for all claims or liabilities of any kind arising out of my participation in this program.

WVCA is not responsible or liable for any damage to this project for any reason including Acts of God, or manmade alterations.

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*Office Use Only Below This Line*

Date Received: \_\_\_\_\_

Is site suitable for a rain garden and application meets program requirements ?  
\_\_\_\_\_

Conservation Specialist \_\_\_\_\_

### Approval

Conservation District \_\_\_\_\_

Chairman Name (print) \_\_\_\_\_

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_