

# Woodbury Flood Risk Reduction Grant Program

The Flood Risk Reduction Grant Program was created by Woodbury City Council to assist residential property owners with the implementation of flood-proofing projects for homes that have been identified as medium to high risk at Atlas 14 high water levels. This program has a significant public purpose and community benefit, as implementation of improvements through this grant program will reduce the probability of damage to flood-prone structures within the community in a more effective and feasible manner than other public infrastructure improvements that have been identified.

Generally, this program includes providing technical assistance to property owners to identify ways to protect their structures from flood damage, and provide grant funds to pay for a percentage of eligible contracted improvement costs, up to a maximum amount of \$50,000.

The program will be administered by the Engineering Department and decisions regarding grant eligibility, project prioritization and percent of eligible project costs will be made by city staff.

## Eligibility

The property owner of any inhabited residential structure identified by the city as having less than one foot of freeboard between lowest adjacent grade (LAG) and Atlas 14 high water level (HWL) may be eligible for assistance under this program. The city has studied potential impacts extensively and is confident that the list of eligible properties is complete.

Eligible improvements are limited to flood risk improvements deemed cost effective and economically feasible by the city, which may include, but are not limited to, the following items:

- Filling, grading and sodding around the house or points of water entry.
- Adding or modifying window wells.
- Eliminating basement windows and substituting with glass blocks.
- Replacing large basement windows with smaller windows.
- Replacing basement doors with windows (i.e., walkout to lookout).
- Elevating inhabited structures.
- Building concrete block walls or earthen dikes.
- Other improvements as approved by the City.

Other eligible improvements may include those items needed to adjust to the new elevation of a house, such as interior/exterior stairs, electrical, plumbing and heating extensions, fill and grading of soil around new foundation with sod as needed, and elevating driveways or walks.

Improvements to residential structures that currently meet city standards for flood protection will not be eligible for funding. Improvements that are proposed for eligible structures must also be deemed reasonable and specifically needed for the purpose of flood protection. This determination will be made by the city.

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## Cost Share Structure

The Flood Risk Reduction Grant Program is eligible to properties at two different funding levels, medium and high risk properties. Medium risk properties are defined as those with Lowest Adjacent Grade (LAG) less than one foot above the High Water Level (HWL) of the associated water body or stormwater feature. High risk properties are defined as those where the LAG is below the HWL. Funding structure can be found below:

Risk Level	City Contribution	Homeowner's contribution
High	75% of project costs	25% of project costs
Medium	50% of project costs	50% of project costs

Additionally, upon execution of the contract (see Step 3, below), the City of Woodbury will distribute \$5,000 to help with costs up front. This amount will be in addition to the cost share percentages. The city also will cover engineering services up to 15 percent of the total project cost. A description of costs will be provided within the grant commitment letter (see Step 2, below).

## Application Process

Property owners with structures that do not meet current City standards for flood protection may receive technical assistance and/or grant funding for eligible improvements by following the application process outlined in this section. City staff is available to provide and explain eligible expenses and expectations for Lowest Adjacent Grade and High Water Level.

A description of the duties and responsibilities that the City and property owners will be expected to undertake in order to secure funding under this program is provided below:

### Step 1 – Submit Application (Applicant)

Residential property owners in Woodbury that have an inhabited structure eligible for funding under this grant program should begin the process by completing the online application found at [woodburymn.gov/floodrisk](http://woodburymn.gov/floodrisk). The application must be prepared by the applicant and outline the project scope and benefits. The application should specifically describe the increased level of flood protection that would be provided, two bids<sup>1</sup> to complete the scope of work, IRS and payment information, and any other general benefits of the project.

Once submitted, applications will be reviewed by the city to make a determination as to whether or not the application is eligible for grant funding. If the application does not meet eligibility standards, a letter will be written advising the applicant of this determination and the reasons for non-eligibility.

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<sup>1</sup> Should the property owner have problems getting two bids, fewer may be acceptable if it can be demonstrated it is unreasonable for the applicant to do so.

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## **Step 2 – Review and Approval (City)**

The city shall review the applicant's plans, provide suggestions, observations, and requests for revision as deemed reasonable. The city shall also provide direction to the applicant regarding which improvements included on the plans will be eligible or ineligible for funding. Bids shall be reviewed by the city for completeness and cost reasonableness, and evaluated against others. The lowest responsive bid by a responsible bidder will be used for grant evaluation purposes, unless the property owner wishes to pay the difference between the low bid contractor and the contractor of their choice. If a portion of the grant eligible work is to be completed by the property owner, it must be demonstrated that the property owner is qualified to do this work and may result in a reduction in cost eligible elements of the project.

After its review, the city shall provide a grant commitment letter to the applicant outlining their approval and terms of the cost share funding agreement that will be in effect under this program. Failure to secure this grant commitment letter prior to execution of a contract may result in the applicant not receiving funds under this program.

## **Step 3 – Execute Contract (Applicant)**

Once a contractor has been selected by the property owner, a contract shall be signed between the property owner and selected contractor. A copy of the contract shall be supplied to the city, along with IRS forms provided to the applicant with the grant commitment letter. The contract shall not name the city as a party to the contract, but may contain grant recognition provisions. The contractor is responsible for customary city permits and fees.

## **Step 4 – Project Completion and Close-out (City)**

At appropriate times during the project, and upon project completion, the owner shall arrange for the city to complete an inspection of the work. If the work is deemed to be satisfactory, the city shall approve payment per the terms of the grant commitment letter, and a check shall be released for the city's share of the funding.

Please note that the city may need 60 days to process any payment requests. W-9s and other tax forms required by the city shall be provided by the applicant. All project costs must be spent prior to the given deadline, and payment requests submitted by the applicant before the end of the same calendar year.