

The City of Cedar Rapids Stormwater Utility provides a fee reduction incentive for the implementation of certain stormwater related practices connected to a specific property. Anyone subject to the stormwater utility fee is eligible to participate. Fees are calculated based on the surveyed impervious area of a site, using round units called Equivalent Residential Units (ERUs). An ERU is equivalent to 4356sf (or 0.1 acres) of impervious area. Fee reductions of up to 75% can be realized by adding together credits. Fee reductions will be calculated based on simple reductions in the ERU count for a property.

INSTRUCTIONS

MULTI YEAR TRANSITION TO “ACTUARIAL RATES”

Per the ordinance, Lots not billed the actual Total ERU Count due to phase in per 72.305(d)5 will have credits applied to their actual Total ERU Count only. The application of the Total ERU count will be phased in per the following schedule: The maximum Total ERU count for a single lot will be capped at:

- FY17 – 100 ERU
- FY18 – 200 ERU
- FY19 – 300 ERU
- FY20 – 400 ERU
- FY21 – 500 ERU
- FY22 – No cap

For Example:

FY	Actual ERUs	Capped ERUs based on Transition Plan	Credit Scenario 1		Credit Scenario 2	
			Discount based on Credits	Chargeable ERUs	Discount based on Credits	Chargeable ERUs
2017	600	100	20%	100	75%	100
2018	600	200	20%	200	75%	600x0.25=150
2019	600	300	20%	300	75%	600x0.25=150
2020	600	400	20%	400	75%	600x0.25=150
2021	600	500	20%	600x0.8=480	75%	600x0.25=150
2022	600	No cap	20%	600x0.8=480	75%	600x0.25=150

CREDITS

The following credits are available:

A. Water Quality and Quantity Credit

1. ERU reduction for the installation of stormwater infiltration practices in accordance with the Iowa Stormwater Manual.
2. ERU reduction will be determined using the below matrix:

% of lot impervious area runoff infiltrated in a 1.25” rain event.	ERU count reduction
10% to 25% by area	10%
25% to 49% by area	20%
50% to 74% by area	30%
75% to 100% by area	40%

3. MAINTENANCE:

- a. All stormwater infiltration practices that allow the owner to garner credit are subject to a standard maintenance agreement, renewable every 3 years.
- b. The property owner is responsible for ongoing maintenance of installed infiltration practices.
- c. The following are general maintenance guidelines

Pavement Systems:

- Prevent run-on of sediment from adjoining areas.
- Sweep/vacuum one to two times per year.
- Avoid sand application in winter.

Bioswales:

- Conduct routine landscape maintenance.
- Inspect and repair erosion.
- Remove trash and debris.
- Remove sediment when necessary.

Pervious Gravel Surfaces:

- Prevent run-on of sediment from adjoining areas.
- Sweep/vacuum one to two times per year

Rain Gardens:

- Water during dry periods of the first year.
- Armor the outlet.
- Weed the first couple of years during plant establishment.

Bioretention Cells:

- Repair erosion.
- Re-mulch when necessary.
- After construction, water plants and remove stakes and wires from trees.
- Inspect for vegetation disease or pest problems.
- Weed when needed.
- Prune excess growth annually.

B. Discharge to a Major Waterway

1. ERU reduction for lots that directly discharge to the Cedar River.
2. The credit will be determined by dividing the lot area that discharges directly to the Cedar River by the total lot area and dividing this fraction by ten.
3. The maximum allowed ERU reduction will be 10%.

C. Education

1. Education Credits are available for properties that develop and annually implement an approved water quality education program which addresses specific environmental issues as required by the City, at the expense of the applicant. Education credit may also be given for watershed stewardship activities. Combinations of the categories can be utilized to obtain the maximum amount of credit. ERU reduction discounts will become effective within 60 days of application approval. An application for Educational ERU reductions is to be filed with the City annually.
2. The education credit is required to be renewed annually.
3. The maximum allowed ERU reduction will be 50% for tax-exempt institutions. The maximum allowed ERU reduction will be 25% for all taxable lots.
4. The amount of reduction allowed will be determined by the City with consideration given to size and type of audience, type of program, and the experience of the program instructor.
5. CREDIT QUANTIFICATION - The following percentages are additive up to the maximum percentages for this particular credit - 50% for tax-exempt institutions (in parentheses) and up to 25% for all other lots.
 - a. Educational Classes
 - i. Audiences
 1. Governing Body and/or Employee Education
 - a. Time
 - i. At least 1 hours of training per year – 0.5% (1%) credit
 - ii. At least 2 hours of training per year – 1% (2%) credit
 - iii. At least 4 hours of training per year – 2% (4%) credit
 - iv. At least 8 hours of training per year – 4% (8%) credit
 - b. Audience size
 - i. 1% (2%) credit for every 20 persons capped at a maximum of 10% (20%)
 2. Student Classroom Education
 - i. 1% (2%) credit for every 10% of students who attend stormwater education class in a given year.
 3. Publicizing the installation/construction of BMP(s) in the company newsletter, email blast, etc. – 1% (2%) credit
 4. Attendance by mainstream local news media (The Gazette Newspaper, KCRG, KGAN or KWVL) - 2% (4%) credit
 - ii. Curriculum: 1% (2%) credit for the inclusion of each of the following topics:
 1. Pollution prevention/good housekeeping
 2. Illicit discharges
 3. Flood control/Floodplain management
 4. Resilient communities
 5. Low-impact development/ Green infrastructure
 6. Watershed water quality,
 7. Maintenance of sewer systems to prevent overflows
 8. BMPs in Construction

9. Field trips to built BMPs
 - iii. Instructor experience
 1. 5% (10%) credit for instructors that are certifiably knowledgeable in the stormwater field; to include a CMS4S (Certified Municipal Separate Stormwater Specialist), Professional Engineers (PEs), higher education instructors in the environmental field, other certified environmental professionals.
 - b. Service Learning Project
 - i. Participants may include members of staff, the governing body, students or members of the public.
 - ii. 1% (2%) credit for every 10 persons participating capped at a maximum of 10% (20%)
 - iii. 1% (2%) credit for every hour of service of the registered participants to a maximum of 15% (30%)
 - iv. May include, but not limited to:
 1. Installation of BMPs at the subject property
 2. Maintenance activities of BMPs at the subject property
 3. IOWATER creek monitoring activities, supervised by a trained IOWATER volunteer.
 - c. Other education and outreach activities may be given credit upon approval.
6. COLLABORATION
- a. Stormwater non-profit collaboration and/or participation is encouraged – 1% (2%) credit for each documented partnership with the following entities:
 - i. Cedar River Watershed Coalition - <http://www.iihr.uiowa.edu/cedarriverwatershed/>
 - ii. Coe College - <http://www.coe.edu/>
 - iii. Friends of Cedar Lake - <http://friendsofcedarlake.com/>
 - iv. Indian Creek Nature Center - <http://indiancreeknaturecenter.org/>
 - v. Indian Creek Watershed Management Authority - <http://indiancreekwatershed.weebly.com/>
 - vi. Middle Cedar Watershed Management Authority – website TBD.
 - vii. Other established entities with a documented track record in stormwater based education/advocacy.
7. DOCUMENTATION
- a. Documentation to support the Educational efforts of a property owner must be provided. Examples to include:
 - i. Written report of educational activities to cover:
 1. Dates
 2. Sign in sheet of participants and their role
 3. Curriculum/materials provided/taught
 4. Photographs of the training/project
 5. Etc.

D. Pervious Non-Compacted Gravel

1. ERU reduction for gravel areas that are designed to infiltrate 1.25" rain and experience minimal vehicular traffic.
2. The maximum allowed ERU reduction will be 25% of the ERUs represented by gravel areas that meet the above criteria.

E. Zero Discharge

1. ERU reduction for lots that do not discharge any stormwater runoff from the site either directly or indirectly, before, during, or after storms up to and including the 100-year 24-hour storm.
2. An evaluation of the site stormwater discharge must demonstrate that site facilities meet the eligibility requirements of this credit.
3. The maximum allowed ERU reduction will be 75%

PROCESS:

1. Submit a completed and signed application form along with all applicable documentation as outlined in the form below.
2. City staff will review the documentation within 30 days and notify the applicant of the final decision for reduction in ERUs. An inspection of installed, established infiltration practices will be required, as part of the approval process.
3. City staff will then submit the approval to the Utilities – Business Division for an adjustment in the bill. Allow an additional 60 days for implementation of credits on the next municipal services bill.
4. Submit signed, complete applications via email to sewer@cedar-rapids.org (Attn. Stormwater Coordinator) or mail to: City of Cedar Rapids Public Works Sewer Division, Attn. Stormwater Coordinator 500 15th Ave SW Cedar Rapids, IA 52404.

CONDITIONS:

- The proposed measures must conform to the standards set forth in the Iowa Stormwater Management Manual and/or the Iowa Rain Garden Design and Installation Manual.
- The property owner is responsible for all expenses toward completion of projects.
- The applicant is responsible for implementation of all elements of projects.
- The City is not liable for personal injury or property damage, associated with the implementation of creditable activities.
- The property owner is responsible for all applicable permits.
- The City does not warranty approved projects.
- The property owner is responsible for maintaining the funded practice. All maintenance costs are the responsibility of the property owner, in accordance with the maintenance agreement.

CREDIT EXAMPLE SCENARIO

A local school (tax-exempt) has a property of 9.5 acres, 3.5 acres of which are impervious, decides that it wants to take advantage of some available credits. Specifically the school administration is interested in taking advantage of Credits A and C. Here's an example to show how their ERU reduction is calculated.

- Gross Area = 15 acres. Therefore, FY16 fee = \$2410.44/year
- Impervious Area = 3.5acres. 35 ERU.
- FY17 fee (undiscounted) = 35 x \$0.1702 x 365 = \$2,174.30/year

- Credit A
 - All documentation submitted per checklist below.
 - Design in accordance with Iowa Stormwater Management Manual (<http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Storm-Water/Storm-Water-Manual>)
 - 3 raingardens designed and installed that collectively capture and infiltrate 1.25" over a total of 1.82 acres of impervious area
 - 1.82 acres infiltrated / 3.5 impervious acres x100 = 52%.
 - 52% of impervious area routed through infiltration practice equates to 30% reduction in ERU count as a result of Credit A.

- Credit C
 - All documentation submitted per checklist below
 - Tax exempt institution
 - Example Point count as follows:

▪ Training Time:	2 hours long	2%
▪ Audience Size:	6 people involved (<20 people)	0%
▪ Training Publicized:	Yes – in school e-newsletter	2%
▪ Curriculum:	Pollution Prevention/good housekeeping	2%
	Low Impact Development/Green Infrastructure	2%
	Field trips to built BMPs	2%
▪ Instructor Experience	Professional Engineer	10%
▪ Collaboration	Indian Creek Nature Center	2%
	<u>TOTAL for C. Educational Credit</u>	<u>22% reduction</u>
		<u>in ERU count</u>

- TOTAL Reduction in ERU's = 30% + 22% = 52% reduction
- New ERU Count = 48/100 x 35 = 17 (rounded to nearest whole ERU)
- New FY17 fee = 17 x \$0.1702 x 365 = \$1056.09

**CREDIT CLAIM
AND DOCUMENT CHECKLIST**

Check the credits being claimed >>

<i>City of Cedar Rapids Use Only</i>	<i><< Document(s) Provided?</i>	Supporting documents to provide the following information for each parcel as appropriate: <i>(Note: information can be combined into single documents as appropriate)</i>	Certified by Licensed professional	A: Water Quality and Quantity	B: Discharge to a Major Waterway	C: Education Credit	D: Pervious Non-Compacted Gravel	E: Zero Discharge for 100-year/24 hr storm
		Property parcel boundary on a recent aerial image		●	●		●	●
		Clear delineation of buildings, hard surfaces, pervious gravel surfaces and impervious gravel surfaces		●			●	●
		Catchment area(s), contours, key grade points and drainage path(s) across the subject site	PE	●	●		●	●
		Statement declaring total site area, impervious area, and size of area(s) drainage to infiltration practices	PE	●	●		●	●
		Plans/maps showing surface ditches/swales, sub-surface storm sewer network and slope directions		●	●		●	●
		Design Calculations	PE	●			●	●
		Plans and specifications showing placement, profile(s), cross section(s) and construction details of infiltration practice(s)	PE	●			●	●
		Statement confirming compliance with design standards outlined in the current edition of the Iowa Stormwater Management Manual	PE	●			●	●
		Soil permeability test results in area where infiltration practice(s) is/are proposed	PE	●			●	●
		Statement affirming the infiltration effectiveness of existing infiltration practices	PE	●			●	●
		Wetland delineation(s)	PE or other licensed wetland professional	●				●
		Report outlining details of the education activities performed				●		
		Educational Curriculum				●		
		Sign in Sheet(s) for participant				●		
		Photographs		●		●	●	●
		Executed Maintenance Agreement		●			●	●
		Maintenance Records for prior 3 years		●			●	●
ERU Discount Available for each credit (75% additive maximum)				40%	10%	25% (50% for tax-exempt)	Reduction in ERU's of identified pervious gravel areas	75%

APPLICANT SIGNATURE

I hereby certify that

- I am authorized to represent the owner of the subject property; and
- the information on this form and within the submitted supporting documentation is correct and complete to the best of my knowledge.

SIGNATURE		DATE:	
------------------	--	--------------	--

**STORMWATER UTILITY FEE
EQUIVALENT RESIDENTIAL UNIT (ERU) REDUCTION
REQUEST FORM
(Issued – 06/07/2016)**



CITY OF CEDAR RAPIDS USE ONLY

					A: Water Quality and Quantity	B: Discharge to a Major Waterway	C: Education Credit	D: Pervious Non-Compacted Gravel	E: Zero Discharge for 100-year/24hr storm
All Necessary Documentation Reviewed and Satisfactory (Y/N)									
DATE RECEIVED		REVIEWER NAME:							
ERUs SURVEYED (ALL LOTS)		CREDIT % GRANTED (ALL LOTS)		REDUCTION IN ERUs (ALL LOTS)		ADJUSTED ERU COUNT (ALL LOTS)			
REVIEWER APPROVAL						DATE			
CITY ENGINEER APPROVAL						DATE			
EDUCATIONAL CREDIT EXPIRATION DATE				INFILTRATION PRACTICE MAINTENANCE CREDIT EXPIRATION DATE					
REMARKS									