

**COMMUNITY COST-SHARE PROGRAM POLICY**

The Community Cost-Share Program provides funding to Member Communities for Community-specific stormwater management projects. To implement the Community Cost-Share Program, the Northeast Ohio Regional Sewer District (District) has formed a financial account termed “Community Cost-Share Account” for the aggregation and dissemination of funds derived from the Stormwater Management Program Fees collected in each Member Community.

25% of the total annual Stormwater Management Program Fees collected in each Member Community are allocated to the Community Cost-Share Account for each Member Community. The Community Cost-Share Account is under the control of the District, with disbursement of funds to Member Communities through a grant application and reimbursement process.

To access Community Cost-Share Program funds, Member Communities must maintain compliance with the District’s *Title V: Stormwater Management Code*. A Community Cost-Share Program project must clearly promote or implement the goals and objectives of the District set forth in Title V and must be intended to address current, or minimize new, stormwater flooding, erosion, and water quality problems.

A new “Collection Year” begins each January 1 and continues through December 31 of that year. Any application from a Member Community for use of any of its available Community Cost-Share funds from a given Collection Year must be received by the District on or before the five-year anniversary of December 31st of the given Collection Year. Except as detailed in Section 5.0905(c) of this Title, any funds from any given Collection Year that are not included in an application received by the District by such applicable December 31st deadline shall revert to the District’s Stormwater Account.

The schedule for funds to be used is as follows:

<b>“Collection Year”- funds to be applied for</b>	<b>“Year Five” apply by date</b>
January 1, 2019 – December 31, 2019	July 1, 2023
January 1, 2020- December 31, 2020	July 1, 2024
January 1, 2021- December 31, 2021	July 1, 2025
January 1, 2022- December 31, 2022	July 1, 2026

The Community Cost-Share Program funds shall be provided by the District on a reimbursement basis directly to the Member Community for project costs, conditioned on the District’s prior approval of the project through an application process and project agreement. The Community Cost-Share project may commence with written notification from the District of project

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application approval, and prior to the execution of a Community Cost-Share project agreement, conditioned upon written notification by the Member Community that the Member Community agrees to the terms and conditions of the District's Community Cost-Share project agreement. Reimbursement of Community Cost-Share funds under any project shall be conditioned upon a fully executed project agreement. If a Member Community desires to allocate Community Cost-Share funds to a project before funds are accrued in the Member Community's Community Cost-Share account, it is at the sole discretion of the District to enter into said agreements. Agreements of this type shall be generally limited to three (3) concurrent project agreements at any point in time with a maximum five (5) year agreement term. Reimbursement of Community Cost-Share Funds shall be contingent upon availability in the Member Community's Community Cost-Share account. Funds must be used in accordance with the authorized amount indicated. Any funds not expended for the purposes agreed to by the Member Community and the District shall remain with the District in the Member Community's Community Cost-Share account.

If the Member Community fails to maintain a project funded through the Community Cost-Share Program in accordance with any project agreement executed with the District, the Member Community shall be liable for the full amount of any Community Cost-Share Program funds paid for the project. Such amount shall be offset against the Member Community's Community Cost-Share Program account.

### **COMMUNITY COST-SHARE PROGRAM PROCESS OVERVIEW**

#### ***What you need to know to apply.***

#### **Project Administration**

The Watershed Programs Department, Watershed Team Leaders are the primary Member Community contact for project application and implementation process.

The Watershed Programs Department, Grant Programs Administrator is the primary contact for Project reimbursements.

Program information is located at:

[Community Cost-Share Program – Northeast Ohio Regional Sewer District \(neorsd.org\)](https://www.neorsd.org/Community-Cost-Share-Program)

#### **Project Eligibility**

All activities proposed by Member Communities for funding under the Community Cost-Share Program shall clearly promote or implement the goals and objectives of the District as set forth in Title V and must be intended to address current, and minimize flooding, erosion, and water quality problems. For Projects to be approved, at a minimum:

- There are benefits to the Local Stormwater System and Regional Stormwater System
- All applicable NEORSD, federal, state, and local regulations are met

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Member Communities may use Community Cost-Share Program funds for construction, operation, and maintenance of their Local Stormwater System, including administrative costs directly associated with such projects as well as costs related to repair or upgrade. Eligible projects include, but are not limited to the following:

- Projects that reduce volume, flow rate, or pollutant load of stormwater to the Local Stormwater System or Regional Stormwater System,
- Projects that help Member Communities meet their NPDES Phase II requirements under Ohio EPA or other Clean Water Act mandates, Projects necessary to mitigate separate sanitary sewer overflow,
- Repair, replacement, or cleaning of local storm sewers, catch basins, and other components of the Local Stormwater System,
- Maintenance of stormwater control measures,
- Mapping activities required under NPDES Phase II,
- Street sweeping,
- Purchase of stormwater-related equipment such as street sweepers or vacuum trucks,
- Matching funds necessary for stormwater-related grant applications, or
- Operation, maintenance, and capital projects necessary to address stormwater-related problems.

If a proposed project is not listed above, Member Communities should contact their Watershed Team Leader to discuss the proposed project prior to submitting an application.

### **Ineligible Projects**

Community Cost-Share Program funds shall not be used for any project that causes, accelerates, or contributes to flooding, erosion or water quality problems or is otherwise detrimental to the Local or Regional Stormwater System. Prohibited projects include, but are not limited to:

- The application of fill materials in floodplains, riparian areas or wetlands, and the culverting or channelizing of watercourses; or
- Capital, operation, maintenance, and administrative expenses not directly related to stormwater management.

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### **Application Overview**

1. It is recommended that the applicable Watershed Team Leader be contacted to support the development of the application and provide any needed technical assistance.
2. Member Communities may apply for Community Cost-Share Program funds at any time such funds are available.

If a Member Community desires to allocate Community Cost-Share funds to a project before funds are accrued in the Member Community's Community Cost-Share account, a District-approved Community Cost-Share application is required prior to commencing the proposed project.

The forms for the application process are located on the Community Cost-Share Program webpage [Community Cost-Share Program – Northeast Ohio Regional Sewer District \(neorsd.org\)](https://www.neorsd.org/Community-Cost-Share-Program)

3. An application should provide sufficient detail to understand the goals and objectives of the Member Community project.
4. The District shall review the Member Community's application within a reasonable timeframe.

### **Agreement**

When the application has been approved, the District's Legal Department will prepare the Community Cost-Share project agreement between the District and the Member Community.

### **Reimbursement Overview**

#### ***How you will receive funding.***

1. All requests for reimbursement for design services shall be documented to the District in reasonable satisfaction based on the agreed upon scope and fee for the design services.
2. All requests for reimbursement for construction shall be documented to the District in reasonable satisfaction. All requests shall be submitted in a form sufficient to allow the District to review, inspect and approve materials, labor, and quantities installed for the project.
3. The Member Community shall keep all records and documents relevant to the project agreement, including but not limited to, an accurate, current, and complete accounting of all financial transactions for the project. Such records and documents shall be available at reasonable times and places for inspection and copying by the

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District or any authorized representative thereof and shall be submitted upon request together with any other compliance information which may be reasonably required.

4. The Member Community shall bear the risk and remain solely responsible for any payments made by the Member Community to third parties for work not approved by the District.

### **COMMUNITY COST-SHARE PROGRAM PROCEDURES**

#### ***Steps involved with Community Cost-Share***

##### **Application**

1. The application is located on the Community Cost-Share webpage [Community Cost-Share Program – Northeast Ohio Regional Sewer District \(neorsd.org\)](https://neorsd.org).
2. Member Communities submit an application to the assigned Watershed Team Leader.
3. Complete applications reviewed by Watershed Programs Department staff. The District will make the best effort to process the applications within 30 days of receipt of a complete application.
4. When an application is approved the Watershed Team Leader will notify the Member Community.
5. If an application is not approved, the Watershed Team Leader will provide feedback to the Member Community. Denied applications may be revised and resubmitted based on Watershed Team Leader feedback.

##### **Agreement**

The District's Legal Department will send the project agreement to the primary project contact. The agreement must be fully executed for the release of Community Cost-Share funds.

##### **Request for Budget Modification**

Budget Modifications require the submission of a Request for Budget Modification form to the appropriate Watershed Team Leader for approval. The District's Legal Department will send a project agreement amendment to the primary project contact.

##### **Progress Reports**

Progress Reports will provide a summary of the project status with respect to objectives, degree of project completion, difficulties encountered, and next steps toward project completion. The Progress Report is located at [Community Cost-Share Program – Northeast Ohio Regional Sewer District \(neorsd.org\)](https://neorsd.org).

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Progress Reports will be submitted:

- Within 30 days of written request from the Watershed Team Leader
- With photo-documentation, as applicable
- With Reimbursement Requests

### **Reimbursement Request**

For reimbursement, 100% of the Community Cost-Share Program funds must be used for activities and/or expenses related to the project, as approved by the District. These activities and expenses may include design, construction, materials, equipment, and signage specifically related to the project. Only project components described in the project agreement and/or approved Budget Modifications will be eligible for reimbursement. Written District approval is required for any Budget Modification.

1. The Reimbursement Request forms can be found at: [Community Cost-Share Program – Northeast Ohio Regional Sewer District \(neorsd.org\)](https://www.neorsd.org), or other location designated by the District.
2. Itemize all reimbursable project expenses on the Reimbursement Request – Deliverable Expense Worksheet. Include supporting documentation to justify the expenses recorded, such as an itemized bill, receipt, invoice, timecard along with proof of payment, such as a credit card receipt, cancelled check, and/or other documentation to substantiate purchase and payment deemed acceptable by the District. For reimbursement of equipment use, as identified in the project agreement, the District will apply the most current Ohio Department of Transportation’s published Equipment Standard Rates; include a log of equipment, dates, times, rate, and total cost.
3. A complete Reimbursement Request will be submitted as one document and will include:
  - Reimbursement Request & Progress Report (includes the Expenditures worksheet) Supporting documentation and proof of payment for expenditures; organize the submission by attaching the supporting documentation and proof of payment in the order expenditures appear on the worksheet.
    - *Note: if an invoice includes charges outside of the CCS project, highlight the line items associated with the applicable reimbursement request.*
    - *Organize documents for expenditures in the order presented on the Expenditures worksheet, including proof of payment.*

**Please Note - Requests that do not include the needed information or are not organized as requested by the District will be returned.**

The Reimbursement Request should be submitted to the Grant Programs Administrator II, Linda Mayer, at [mayerl@neorsd.org](mailto:mayerl@neorsd.org)

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4. Upon successful review of the submission, the District's Director of Watershed Programs will have the final review of the Reimbursement Request for disbursement to occur.
5. The reimbursement can be anticipated within 30 days of the final approval of the Reimbursement Request.