

**GREEN INFRASTRUCTURE GRANT PROGRAM
FOR THE COMBINED SEWER AREA PROCEDURES**

I. PROGRAM IMPLEMENTATION

A. Board of Trustees Authorization

The Northeast Ohio Regional Sewer District (District) intends to offer annual funding for Green Infrastructure (GI) Projects through the GI Grant Program. Each year, the District will seek authorization from the District's Board of Trustees to expend funds and to issue a Request for Proposal (RFP) for the following year.

B. Request for Proposals

The District will issue an annual RFP inviting Eligible Entities to submit applications for GI Grant funding up to the amount authorized by the Board of Trustees. The RFP will include project requirements, evaluation criteria, and schedule of deliverables.

To be considered for funding, applications must be submitted no later than the date and time specified in the RFP. Applications will be checked for completeness. Incomplete applications will not be considered for funding. Applications will be evaluated in accordance with the criteria in the RFP and past performance. The selection committee will make recommendations for award to the District's Board of Trustees.

C. GI Grant Program Agreement (Project Agreement)

Applicants awarded funding (Grantees) by the Board of Trustees are required to enter into a Project Agreement with the District. The District's Legal Department will draft the Project Agreement between the District and the Grantee. The Grantee is responsible for full implementation and long-term operation and maintenance of the GI project as defined in the Project Agreement. The project can commence after January 1st once the Project Agreement has been fully executed by both the Grantee and the District.

II. PROJECT REPORTING

A. Quarterly Progress Reports

Beginning the first quarter after the Project Agreement is executed, Grantees must submit Quarterly Progress Reports using the online form. Reports must include:

- Completed GI Grant Quarterly Progress Report Cover Sheet; and
- Supporting project status documentation.

Completed forms are submitted by selecting the “Submit” button on the form, then choosing to confirm submission, canceling or editing the form. Grantees will receive a confirmation page and email after successful submission.

B. Operation & Maintenance Inspection Reports

An annual operation and maintenance inspection report for the Project is required following the completion of construction and shall be submitted to the District annually by June 1 of each subsequent year.

III. REIMBURSEMENT PROCESS

Reimbursement of eligible expenses will not begin until after the Project Agreement is fully executed and the District has issued a Purchase Order for the project.

A. Eligible Costs

Reimbursement is limited to approved GI-related expenses, including:

- Design;
- Eligible Construction-related costs;
- First-year maintenance;
- Equipment (up to \$500 total); and
- Educational signage specific to GI-related features.

Unapproved or unused funds revert to the District.

C. Required Documentation

Grantees shall submit the following with reimbursement request:

- GI Grant Expense Tracking Form;
- GI Grant Reimbursement Online Form;
- Supporting documentation including itemized invoices, itemized receipts and proof of payment; and
- Most recent Quarterly Progress Report.

D. Review and Payment

The District will review all reimbursement requests for completeness and will request additional documentation, if necessary. Final approval for payment for reimbursement requests is made by

the Director of Watershed Programs. Reimbursements are typically processed for payment within 60 days.

E. Final Withholding (Retainer)

The District withholds 5% of the total grant award until the following are verified:

- The project is deemed substantially complete by the District;
- Installation of District-approved permanent education signage; and
- The Grantee has provided the District with final record drawings (as-builts) for the Project.
- The 5% does not include first-year maintenance dollars (Example: a \$300,000 award includes a \$5,000 first-year maintenance budget. The District will withhold \$15,000 plus \$5,000 for a total of \$20,000.

IV. PROJECT OPERATION & MAINTENANCE

Grantees are required to maintain the GI Project for its design life, starting at substantial completion, as determined by the District. Records must be retained and available for District review upon request. In addition, all Grantees are required to attend a mandatory Operation & Maintenance Workshop held in April of the grant year cycle. Non-compliance with the operation and maintenance requirements may result in full repayment of grant funds.