

**POLICY**

The Northeast Ohio Regional Sewer District (District) recognizes that watershed organizations provide essential services to the District and communities in the District's service area. These organizations further the District's mission of addressing water quality concerns through community engagement and education, research, monitoring, and the planning, funding, and implementation of projects related to innovative stormwater management practices, including green infrastructure, that reduce pollution and minimize the introduction of stormwater into sanitary and combined sewers. Watershed organizations help local governments and residents understand the region's water quality issues and best practices to address those concerns. The activities of watershed organizations also support the District's activities under Titles III and IV of the Code of Regulations to promote the use of pollution prevention techniques and best practices to control runoff, address illicit discharges, and minimize the introduction of stormwater into sanitary sewers through the implementation of on-site stormwater management practices.

**PROCESS**

The District desires to enter into Service Agreements with watershed organizations that demonstrate the ability to provide public education relevant to the District, and to perform projects implementing pollution prevention techniques and best practices to control runoff and minimize the introduction of stormwater to sanitary or combined sewers. General guidelines for the process are as follows:

- 1) Each year the District will issue a Call for Proposals for eligible watershed organizations able to provide services to the District and District customers.
- 2) The eligible services may change from year to year and will be defined in the Call for Proposals.
- 3) Watershed organizations with 501(c) (3) status that primarily provide service to the tributary watersheds of the District's service area are eligible to respond to the Call for Proposals.
- 4) District staff will review and evaluate qualified proposals based on predetermined criteria.
- 5) District staff will make recommendations for each watershed group with specific services to be contracted under a Service Agreement to the Director of Watershed Programs, and the Chief Executive Officer for consideration by the Board of Trustees.

- 6) Upon approval by the Board of Trustees, the District will enter into a 12-month Service Agreement with selected watershed organizations.
- 7) Watershed organizations will be required to submit quarterly reports and invoices to the District based on contracted services detailed in the Service Agreement. Based upon staff approval of the quarterly reports, the watershed organization will receive payment for services rendered in the previous quarter.

## **PROCEDURE**

### **Call for Proposals**

The District intends to offer an annual Call for Proposals to regional watershed organizations for services. The Call for Proposals includes: submission criteria, definition of eligible watershed organizations and services, selection criteria, and schedule for deliverables.

### **Eligible Services**

Within an annual Call for Proposals, the District will list eligible services that will be considered during the proposal cycle. This list of services may be modified from year to year depending on District needs.

### **Evaluation Criteria, Process, and Recommendations**

Proposals must be submitted no later than the specified due date and time in the Call for Proposals. Any materials that are not included in the initial submission will not be considered. The proposals are checked for completeness, filed electronically, and disbursed to the selection committee for review.

Final recommendations for Service Agreements will be based on the value of the proposed services to the District, and past organizational performance. The selection of services is solely at the District's discretion and the District is not obligated to award any Service Agreement(s).

The final recommendations must be approved by the Director of Watershed Programs, Chief Executive Officer, and submitted to the Board of Directors for final approval.

### **Service Agreement**

Upon final approval of the District's Board of Directors, the watershed organization(s) will enter into a one-year Service Agreement that will define expectations of each party entering into the agreement. A reporting schedule will be defined in the agreement.

### **Reporting**

Reporting for services contracted under a Service Agreement will be reviewed quarterly with watershed organizations receiving payment upon review and approval of submitted documentation.

The District provides report forms that can be found on the District's website at <http://www.neorsd.org/watershedgrants.php> as Watershed Organization Service

Agreement Program. These documents include: Reimbursement Request, Progress Report, Expense Report, Budget Report, and Time Tracking sheet.

**Qualifying Reimbursement**

Watershed organization contracted services described in Agreement and/or approved modifications are exclusively eligible for reimbursement. Any modifications must be documented by written District approval.

**Reimbursement Request Submission**

Use the reporting forms located at <http://www.neorsd.org/watershedgrants.php> for reimbursement(s); forms provided: Reimbursement Request, Activity Report, Expense Report, Time Tracking. For purchase reimbursements an invoice and proof of payment through paid receipts, cancelled checks, or credit card payment verification is required. For staff or consultant time a Time Tracking sheet is required with proof of compensation. Time is to be billed to the Service Agreement only when hours are earned.

The Reimbursement Request is submitted to the District and reviewed for completeness. Submissions will be sent to:

Northeast Ohio Regional Sewer District  
Watershed Programs Department  
Linda Mayer or Successor  
3900 Euclid Avenue Cleveland, Ohio 44115  
mayerl@neorsd.org

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.

Upon the final approval by the Director of Watershed Programs the Reimbursement Request will be processed for disbursement.

The service provider can anticipate reimbursement within 30 – 60 days of the final approval of a Reimbursement Request.