

WATERSHED PARTNER SERVICE AGREEMENT POLICY

Effective Date: October 4, 2024

PURPOSE

The Northeast Ohio Regional Sewer District (District) recognizes that local watershed organizations provide essential services to the District and communities within 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, IV, and V of the Code of Regulations to promote the use of pollution prevention techniques and best practices to control stormwater runoff, address illicit discharges, and minimize the introduction of stormwater into sanitary sewers systems through the implementation of on-site stormwater management practices.

OBJECTIVE

The District desires to enter into Service Agreements with local 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 stormwater runoff, minimize the introduction of stormwater to sanitary or combined sewers, and provide services that support the Regional Stormwater Management Program.

PROCEDURE

Request for Proposals

The District will publish a Request for Proposals (RFP) to eligible regional watershed organizations for the requested services for a period up to five (5) years.

Eligibility

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 RFP.

Eligible Services

The eligible services will be defined in the RFP.

Proposal Submission

Proposals must be submitted no later than the specified due date and time in the RFP. Late submittals will not be considered. Proposals not meeting the requirements of the RFP may be deemed non-responsive at the sole discretion of the District.

Evaluation & Selection Process

Award of the agreement(s) resulting from the RFP will be based on an evaluation by a District Selection Committee. Proposals will be checked for completeness, reviewed, and evaluated based on predetermined criteria identified in the RFP.

Final recommendations for the award of 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).

District staff will make recommendations for each Watershed Organization with specific services to be contracted under a Service Agreement to the Director of Watershed Programs and the Chief Executive Officer. Final recommendations must be approved by the Board of Trustees.

Service Agreement

Upon final approval of the District's Board of Trustees, the District will enter into a Service Agreement with each Watershed Organization for up to a five (5) year period. The Service Agreement will define the expectations and responsibilities of the District and the Watershed Organization.

Annual Work Plan

For multi-year Service Agreements, Watershed Organizations will be required to submit annual work plans and budgets to the District for each year of the Service Agreement period. Based upon District review of the annual work plan and budget, the Watershed Organization will receive approval for proposed services and budget for the following year.

Reporting

Watershed Organizations will be required to submit Quarterly Progress Reports by the 15th of the month following the end of the quarter. Quarterly reports shall be submitted on the

District's reporting forms which can be found on the District's website at <https://www.neorsd.org/stormwater-2/watershed-organization-service-agreements/> for the Watershed Organization Service Agreement Program. These documents include Reimbursement Request, Progress Report, Expense Report, Budget Report, and Time Tracking sheet.

Work Plan/Budget Modifications

All work will be executed in accordance with the scope of services and budget in the Service Agreement as well as approved Annual Work Plans. Any Work Plan or budget modification requests shall be submitted on the Modification Form and approved by the District to permit any changes in the proposed services and/or budget.

Qualifying Reimbursement

Watershed Organization contracted services described in the Service Agreement, approved Work Plans, and/or approved modifications are exclusively eligible for reimbursement.

Reimbursement Request Submission

Use the forms located at [WPSA Webpage](#) for reimbursement(s): Reimbursement Request, Activity Report, Expense Report, and 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.

Reimbursement Requests shall be submitted to the District and reviewed for completeness. Submissions shall be sent electronically to Keith McClintock at mcclintockk@neorsd.org.

Upon successful review of the Reimbursement Request, the District's Director of Watershed Programs will have the final review and approval. Upon final approval by the Director of Watershed Programs, the Reimbursement Request will be processed for disbursement.

Watershed Organizations can anticipate reimbursement within 30 – 60 days of the final approval of a Reimbursement Request.