



Storm Water Public Cost-Share Program Policy

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1.0 Purpose

As part of our commitment to meeting the needs of our region through effective storm water management, Sanitation District No. 1 (SD1) has developed various cost-share and technical assistance programs to provide regional storm water services in partnership with our partner cities and counties (Co-Permittees). This program creates a partnership between SD1 and a Co-Permittee to address drainage issues that are associated with a dedicated right-of-way. Storm water projects that will address public drainage issues that are caused by or impacting a dedicated right-of-way are eligible.

2.0 Scope / Persons Affected

This policy is intended to help Co-Permittees within SD1's storm water service area. The intent of the program is to form a partnership between SD1 and a Co-Permittee in a Cost-Share Agreement to address public drainage issues.

3.0 Policy

3.1. Program Eligibility. Co-Permittees are eligible to participate in the Cost-Share Program for new storm water projects that will increase the level of service to address a drainage issue that is associated with a dedicated and accepted right-of-way, impacting the right-of-way or caused by or related to public infrastructure drainage. The flooding or drainage issue must be in the SD1 storm water service area. Co-Permittees must apply and receive approval for the Cost-Share Program prior to initiating the project. Co-Permittees must be in good standing and in compliance with all of SD1's Rules and Regulations.

3.2 Problem Identification. Co-Permittees are responsible for identifying the drainage issues or flooding and developing a potential solution. Co-Permittee is responsible for all costs associated with the investigation.

3.3 Project Scoring and Level of Contribution. Projects identified by Co-Permittees will be submitted to SD1 for final scoring under the SD1 Priority Matrix, which may change from time to time. SD1 will confirm Co-Permittees provided information and score projects under the Priority Matrix on a scale of 1 to 100 which will determine the level of SD1's Financial Contribution to the project as set forth below:

Priority Matrix Score	SD1 Contribution Level	Co-Permittee Share
1 - 29	50%	50%
30 - 50	75%	25%
51 - 100	100%	0%

3.4 Solution Identification/Determination. Co-Permittee or its agent shall design and develop the solution. The potential solution shall strive to meet

all regulations governing development, including Q-critical, and provide a level of service to the maximum extent practicable based upon existing conditions, spatial limitations and costs. SD1 will review the identified issue and proposed solution for the purpose of approving the project solution.

Upon completion of the project, the infrastructure will be a public system and SD1 will own and maintain the referenced storm water improvement. Co-Permittee is responsible for obtaining all necessary easements, using SD1 templates. Co-Permittee is also responsible for obtaining all local (including SD1), state and federal permits.

SD1 reserves the right to reject a proposed solution if the solution is deemed ineffective or causes adverse impact to offsite properties or infrastructures.

3.5 Documentation / Agreement. Co-Permittee shall be responsible for submitting the following:

3.5.1 Request for Assistance. Co-Permittee shall submit the Request for Storm Water Public Cost-Share Program identifying the issue and the proposed improvements. SD1 will review the proposed improvements and provide review comments when necessary.

3.5.2 Cost-Share Agreement. SD1 will prepare the Cost-Share Agreement. Co-Permittee shall execute and submit the Cost-Share Agreement within seventy-five (75) calendar days of the approval date by SD1.

3.5.3 Project Commencement. The project must commence construction within three hundred sixty-five (365) calendar days from the execution date of the Cost-Share Agreement and report the achievement of continuous and reasonable progress until completion. If this requirement is not met, the project approval may be rescinded and the Co-permittee must then re-apply. Throughout construction, SD1 will inspect project improvements to ensure they meet specifications.

3.6 Financial Contribution.

Upon completion of the project, Co-Permittee shall submit a request for reimbursement that includes supporting documentation of the project costs. SD1 shall provide funding as a reimbursement of the total storm water improvement cost of the project, not to exceed 50%, 75% or 100% based upon the Priority Matrix Score and in accordance with Section 3.3 above. SD1 will not reimburse project costs that exceed the original project estimate , unless the cost overage is approved in writing by SD1 prior to commencement.

3.7 Ownership and Responsibility. Upon completion of the project, it will become a public system and SD1 shall own and be responsible for the maintenance of the storm water improvements.

4.0 Funding

Each fiscal year, SD1 will allocate a specified amount to fund this program, depending on existing priorities of the storm water utility. SD1 will consider the total number of anticipated applications and the benefits these projects provide as factors in determining the annual budget for this program. Requests are funded on a first-come, first-served basis while funds are available.

SD1 annually provides funding for reimbursements under this Public-Cost Share Policy, not to exceed the approved amount by SD1. If Co-Permittee’s share consists of grants or other sources of funding, these funds shall be exhausted before SD1 will contribute the remaining amount up to fifty percent of the total project cost.

Upon completion of the project and acceptance by SD1, participants must submit a request for reimbursement that includes copies of invoices and payment receipts.

5.0 Construction by SD1

SD1 may, in its sole discretion, develop the solution or perform the construction as part of an SD1 project, depending on project logistics, availability of SD1 crews and other factors. SD1 will keep track of the project cost for the cost-share portion of the overall project and submit a pay request for the Co-Permittee’s portion of the project cost.

6.0 References

On March 20, 2018, the SD1 Board of Director approved the Scope of the Storm Water Utility, which included the Storm Water Public Cost-Share Program. This policy shall determine the terms of this program.

7.0 Revisions History

Date	Rev. No.	Revised By:	Description	Reference Sections
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TBD	1	Engineering/Legal		Added new section 3.3 and revised sections 3.5 and 4