



## Storm Water Culvert Cost-Share Program Policy

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<b>Owner: Engineering</b>	<b>Approved by: Board</b>

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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). As part of the Storm Water Interlocal Agreement and Storm Sewer Asset Transfer from municipalities to SD1, the ownership and maintenance responsibility of public culverts that are part of a public road remained with the Co-Permittees. This program creates a partnership between SD1 and a Co-Permittee to address a public culvert capital improvement.

## 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 cost-share partnership between SD1 and a Co-Permittee to address a public culvert capital improvement. This is an opportunity for Co-Permittees to address a capital improvement need of a public culvert that is associated with a public road such as repair or replacement of a public culvert. This program does not apply to maintenance needs of a public culvert.

## 3.0 Policy

- 3.1 Program Eligibility.** Co-Permittees are eligible to participate in the Cost-Share Program. Per the asset transfer agreements, public culverts remain with the co-permittees, however, co-permittees shall be eligible for a cost-share program (program is for capital improvement, not maintenance) for publicly owned culverts within the storm water service area. The public culvert capital improvement 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-Permittee is responsible for identifying the capital improvement need for the culvert and developing a potential solution. Co-Permittee is responsible for all costs associated with the investigation.
- 3.3 Solution Identification/Determination.** Co-Permittee or its agent shall design and develop a solution. 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 remain with Co-Permittee for ownership and maintenance. Co-Permittee is responsible for obtaining all necessary easements. 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.

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

**3.4.1 Request for Assistance.** Co-Permittee shall submit a Request for Storm Water Culvert Cost-Share Program identifying the issue and the proposed improvement. SD1 will review the proposed improvement and provide review comments when necessary.

**3.4.2 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.

**3.4.3 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 is rescinded and the Co-permittee must then re-apply. Throughout construction, SD1 will inspect project improvements to ensure they meet specifications.

**3.5 Financial Contribution.** Upon completion of the project, Co-Permittee shall submit a request for reimbursement that includes copies of invoices and payment receipts, and SD1 shall provide funding as a reimbursement for up to fifty percent (50%) of the total cost of the project, not to exceed the amount approved by SD1, unless the cost overage is approved in writing by SD1.

**3.6 Ownership and Responsibility.** Upon completion of the project, it will remain a public system and Co-Permittee shall own and be responsible for the maintenance of the improvements.

**4.0 Funding**

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

Currently, SD1 provides funding as a reimbursement for up to fifty percent (50%) of the total project costs, 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.

SD1 may inspect the project improvements during construction. Upon completion of the project, Co-Permittee must submit a request for reimbursement that includes supporting documentation of the project costs.

**5.0 References**

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

**6.0 Revisions History**

Date	Rev. No.	Revised By:	Description	Reference Sections