ST. JOHNS RIVER
WATER MANAGEMENT DISTRICT
Fiscal Year 2017 - 2018
Districtwide Cost-Share
Funding Program Guidance
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INTRODUCTION

This guidance is provided for applicants to the Districtwide Cost-Share (DWCS) for Fiscal Year 2017 – 2018 (FY18). In accordance with Chapter 373, Florida Statutes, the Governing Board (Board) may participate and cooperate with county governments, municipalities, water supply authorities, and other interested public and private entities in water management programs and projects of mutual benefit, provided such programs and projects are consistent with the St. Johns River Water Management District’s (District) statutory authority and will ensure proper development, utilization, and conservation of water resources and ecology within the jurisdictional boundaries of the District.

The District will select projects that it determines, in its sole judgment and discretion, serve the District’s interests. The Board will give priority consideration to those projects designed to further the implementation of the District’s Core Mission Areas, Strategic Plan, Water Management Program, Surface Water Improvement and Management (SWIM) Plans, and Regional Water Supply Plan (RWSP). These documents are all available on the District’s website http://www.sjrwmd.com. Final decisions regarding the funding of projects are the exclusive responsibility of the Governing Board.

Funding may be provided to assist with the construction costs of projects that support any of the following:

- Alternative water supply or water resource development;
- Water conservation (cost-share funds can also include other implementation costs in addition to construction);
- Water quality - nutrient-loading reduction;
- Flood protection;
- Natural systems protection, restoration, or enhancement.

For the FY18 DWCS, two additional project types are included for evaluation. Septic to Sewer Projects are included under the District’s Water Quality Mission and Projects benefiting water bodies with established Minimum Flows and Levels (MFL) are included under the District’s Natural Systems Mission. Information needed to evaluate these projects is listed below under section B-3: Benefits to District Missions.

Also, a checklist is provided to ensure that information needed for evaluation of the application is included. Any information listed on the checklist that is not included in the application will result in an automatic deduction of 5 points in the evaluation. Failure to provide the requested information may result in a lower overall score.
Section 5: Past Performance will be scored based on past performance of the Applicant on FY16 & FY17 District Cost Share projects. A total of 20 points may be deducted for the following criteria: (1) failure to adhere to budget or schedule (-10 pts); (2) failure to submit complete invoices and reports in a timely fashion (-5 pts) and (3) failure to execute and return signed Agreement to the District within 45 days of receipt (-5 pts). Applicants with no history with the District’s cost share program will not receive a point deduction. Previous cost-share project extensions of schedule or budget granted by district staff for good cause will not be counted against the applicant.

Funding Limits

The District anticipates making at least $25 million for cost-share funding for FY 2018 for construction projects that begin on or after October 1, 2017. Projects are eligible for a maximum District cost-share of 10 percent (10%) of the total available funds, or a maximum of $2.5 million per project and per applicant.

The District will fund up to thirty-three percent (33%) of the construction costs for selected alternative water supply, water quality, flood protection, and natural systems projects and up to fifty percent (50%) for water conservation projects and springs projects co-funded by FDEP but administered by the District. REDI communities can submit a waiver of matching funds letter, which allows for up to 100% reimbursement of construction costs within the maximum funding constraints described in the preceding paragraph.

Project Duration

Projects may span a maximum of two years but must start by June 30, 2018 or the contract is subject to termination. Projects anticipated to take longer than two years should be divided into several phases and the applicant may reapply for consideration of additional funding for the subsequent phases in future competitive cost-share funding cycles. That portion of the overall master plan identifying each phase should be included in each application submittal. For phased projects, benefits and cost efficiencies will be calculated based on the individual project phase. Projects that are permitted and ready to begin construction will receive a higher score during the review process.

Projects/Work Funded

The following types of project costs will generally be considered for cost-share funding: construction, construction engineering and inspection services, piping, improved treatment facilities that are new or are expansions or improved nutrient treatment processes of existing facilities, pumping stations and storage facilities, transmission and distribution systems, expansion of central sewer for Onsite Sewage Treatment and Disposal System (OSTDS) connections, plumbing retrofits, improved landscape irrigation efficiencies, water quality best management practices, and low impact development projects with a net water quality benefit, local (REDI communities exclusively), intermediate and regional flood control
projects, and natural systems restoration and enhancement. Additional information is included in each of the District Core Mission specific sections below.

The following costs are examples of those that will not be considered eligible for cost-share funding: design services, permitting, feasibility studies, exploratory testing programs or monitoring programs, meter replacement including AMI/AMR meters, preparation of bids, geotechnical investigations, land and easement acquisition, monitoring costs once construction is complete, pre-construction surveying, debt service, legal and lobbying fees, and operation and maintenance activities (including maintenance to existing water and wastewater treatment or reclamation facilities, or projects required by enforcement or compliance actions or for mitigation purposes. The Applicant is encouraged to contact a District representative for guidance if they are unsure whether costs are reimbursable.

Applications

Complete applications using the application form available at http://www.sjrwm.com/funding/FY2017-2018/
Applications must be emailed prior to 5 p.m. on April 13, 2017, to funding@sjrwm.com.

If the project is selected for funding, the District will contact only the person identified in the application to create a statement of work. Therefore, a complete and detailed application will facilitate completion of a timely contract.

If you have any questions, contact:

Dale Jenkins, (386) 312-2304, email drjenkins@sjrwm.com, or

Mark Brandenburg (407) 659-4806, email mbrandenburg@sjrwm.com.

GENERAL GUIDANCE FOR COMPLETING A FY18 DWCS APPLICATION

The FY18 DWCS application and the evaluation criteria that will be used to score applications are available at http://www.sjrwm.com/funding/FY2017-2018/

A. Basic Information:
   - A-1: Enter the project name.
   - A-2 – A-3: Applicant’s contact information. A-3 should be the designated Project Manager
   - A-4: Check the county where the project is located.
   - A-5: Enter the Water Supply Planning Region in which the project is located in. Refer to map at http://www.sjrwm.com/watersupply/planning.html.
• A-6: Indicate if the project is located in an area with an established TMDL or BMAP or will benefit a water body with an established MFL. If so, name the affected water body. To determine if the project is within a TMDL or BMAP area, use the Interactive map on FDEP’s website: http://www.dep.state.fl.us/water/watersheds/bmap.htm. Information on MFL water bodies is located on the District’s website: http://www.sjrwmd.com/minimumflowsandlevels/

• A-7: If the Applicant is a Rural Economic Development Initiative Community, attach a signed Waiver of Matching Funds letter on your letterhead. See format at http://www.sjrwmd.com/funding/FY2017-2018/A-8: For county or municipal applicants, indicate in Block A-7 If a landscape ordinance has been implemented in general accordance with the St. Johns River Water Management District’s Model Water Conservation Ordinance for Landscape Irrigation (http://www.sjrwmd.com/wateringrestrictions/pdfs/updated_model_ordinance-landscape_irrigation.pdf) and if there is, provide a copy.

B. Project Information:

• B-1: Project Type – Check the primary District core mission area that will benefit by the project. Information about the District’s core mission areas is available at http://www.sjrwmd.com/overview.html. Projects that include more than one District Mission may receive additional scoring consideration. Additional District Mission benefits should be described in Section B-3.

• B-2: Project Description – Please note that the Project Description Section is a specific scoring criterion and as such, the project should be described in a clear, concise, and sufficiently detailed manner so that District Staff can adequately understand the project elements. Poorly described or incomplete project details will negatively impact a project’s scoring and eventual rank. The quality, clarity, and thoroughness of information requested in Section B-2 is highly important so the District can easily understand the proposed project for funding assistance.

Additional information may be provided to supplement the understanding of the project, such as maps, plans, and drawings. However, the primary source of information used to evaluate the project description must be contained in Section B-2. Any additional information must be clear and concise and plainly support the information provided in Section B-2.

  a. Short Description - Provide a succinct, clear, description of the project. What are you constructing and why?
  b. Measures of Success - Describe how you will measure the effectiveness of the project. Provide some language and examples of measures of success.
  c. Is this project multi-phased or part of a larger overall effort? Describe how the project relates to larger projects underway or planned in the future; include the overall master plan identifying each phase in this funding request. Also, include any applicable effort that complements the project proposed for cost share
funding. Identify if the project helps to implement a Regional Water Supply Plan, adopted BMAP, SWIM Plan or another adopted regional resource management plan.

d. Project Location -Include information about the project’s location and attach a map of the project. The map should identify any potentially affected MFL, TMDL, BMAP, or impaired water bodies, or affected wetlands or springs. Include the latitude and longitude coordinates for the location of the project. Use the centroid if the project covers a large area.

- B-3: Benefits to District Missions. Describe the benefit to one (or more) of the District’s main missions (Water Supply, Water Quality, Flood Protection and/or Natural Systems). A project with a secondary benefit may receive up to 10 additional points depending on the validity of the stated secondary benefits. The project must demonstrate an increased benefit over the existing condition.

- Water Supply Mission:
  
  **Alternative Water Supply (AWS) Projects** - The District seeks to leverage available funds to encourage regional approaches for developing AWS from diverse sources to meet future demands and reduce dependency on traditional aquifer resources. AWS projects should contribute to implementing the District’s Strategic Plan (www.sjrwmd.com/StrategicPlan.pdf), and will typically achieve many of the following objectives:
  - Projects that help meet projected water demand in a sustainable manner
  - Projects that assist the District’s recovery strategies for water bodies including minimum flows and levels prevention and recovery or spring protection
  - Projects that will maintain the use of source water perpetually through replacement of original systems with newer technologies that are more efficient or new methods that allow sustainable use of the source water
  - Projects that develop alternative supplies in a cost-effective manner
  - Multijurisdictional water supply system projects that achieve an economy of scale and diversify water sources for reliability and sustainability.

  Describe the alternative water source and the water source that it is replacing.

**Water Conservation Projects** - Water conservation is the prevention and reduction of wasteful or unreasonable uses of water to improve efficiency of use and to avoid using water for either unnecessary purposes or purposes that can be achieved reasonably without the use of water. The District seeks to leverage available funds to encourage projects that result in measurable water savings. Projects addressing all types of water use are eligible. Urban water conservation projects typically deal with replacement of older less efficient plumbing fixtures and devices with newer higher efficiency models, or with improving the efficiency of landscape irrigation systems. Recreational/aesthetic water use projects generally focus on improving the efficiency of irrigation systems or
replacing systems with more efficient types. The focus of Commercial/industrial/Institutional (CII) projects varies from manufacturing and cooling processes to typical indoor and outdoor conservation (plumbing and irrigation). Describe how the project will result in water savings.

- **Water Quality Mission:**
The District seeks to leverage available funds for projects to address water quality issues on a watershed or springshed basis. Projects should focus on water quality improvements through nutrient reduction, such as the treatment of stormwater runoff where it does not currently exist, in-lake or in-stream water quality improvements through the construction and implementation of best management practices (BMPs), expansion of the capacity or efficiency of an existing treatment system, improved nutrient reduction for wastewater treatment, upgrade or connection to central sewer for Onsite Sewage Treatment and Disposal Systems (OSTDS), projects that support local governmental efforts in the implementation of basin management action plans (BMAPS), Reasonable Assurance Plans, SWIM Plans or other water quality enhancement efforts. Describe how the project will improve water quality.

The following information is required for all water quality nutrient reduction projects.
- Relationship to any nutrient TMDLS, as well as information on the TMDL, RAP, and BMAP status
- Benefit area description or delineation for the water quality improvement, whether it provides a regional benefit, includes multiple jurisdictions or is an intermediate, or local project for a single jurisdiction
- Project and watershed acreages, where applicable
- Methodology and estimates for the pre-project condition and the post-project condition nutrient loadings for each targeted pollutant TN and/or TP
- The methodology and information used to arrive at the nutrient reduction estimate must be provided. Past projects have utilized the BMPTRAINS or STEPL models to develop estimates:
  - BMPTRAINS for nutrient loads (TN and TP):
  - STEPL for nutrient and sediment loads:
    [http://it.tetratech-ffx.com/steplweb/default.htm](http://it.tetratech-ffx.com/steplweb/default.htm)
- Anticipated operation and maintenance costs and frequency of system maintenance
- Total project cost including capital, total construction, planning, permitting and design costs

**Septic to Sewer Projects:**
Onsite treatment and Disposal Systems (OSTDS) project descriptions should include how the entity will ensure that all upgrades or connection(s) to central sewer contained within the application will occur within 2 years. The implementation of the program may be
regulatory in nature or be accomplished through incentives or a combination thereof. The implementation schedule should include all public meetings and required governmental approvals. Documentation that shows confirmed participation within the project area must be attached to the application. Include the anticipated number of septic tanks that will be connected to sewer. The percentage of participation will be part of the evaluation process. The map provided with the application should include the project area and the proximity to a springshed or surface water body.

- **Flood Protection Mission:**
  The District seeks to leverage available funds to encourage regional Flood Protection projects for construction activities to address flood protection issues on a watershed basis, above the local system level. REDI Communities can submit for local level flood control projects. Local systems can be defined from the standpoint of ownership (the infrastructure itself and the land it sits upon) and/or the purpose the system serves either in its entirety or its components. Application should include the acreage and a map of the area that will be provided flood protection from this project and the estimated reduction in flooding levels (per year event).

- **Natural Systems Mission:**
  The District seeks to leverage available funds to encourage Natural Systems projects that result in measurable resource benefits to streams, lakes, wetlands, springs and aquifers within its boundaries. Priority projects are those that benefit existing and future water supply sources, nutrient TMDL priority water bodies, regionally significant water features and MFL water bodies. Funding is not available for compensatory water quality treatment or wetland mitigation or any other required mitigation. Include the acreage of wetlands or uplands; or linear feet of shoreline restored or enhanced.

  *Projects that benefit MFL water bodies:*
  The project description should include the location and distance of the project in relation to the potentially affected MFL waterbody, the amount of water withdrawn or recharged (in MGD) for the project, and whether the project is providing an alternative water or non-traditional water source to offset withdrawals. Bureau of Water Supply Planning staff will determine the percentage of recovery from the project to the MFL water body.

  - B-4: If the project is an Alternative Water Supply or Water Resource Development project, identify the source of water for the project by checking all that apply. If using a surface water source, identify the source’s location and name if applicable.
  
  - B-5: If you have a consumptive use permit (CUP) or Environmental Resource Permit (ERP) for the project site issued by the District provide the permit type, number, expiration date and current compliance status, and describe how the proposed project may affect permit(s) in the future, if applicable.
• B-6: The likelihood of successfully completing the project is addressed here.
  a. Complete the Project Status Table, checking all applicable project components and include
     estimated (month/day/year) start and completion dates for each component selected. Include the current percentage of completion for any project components already underway or completed for planning, design, permitting and bidding actions by the application submittal date. The construction services undertaken for the project prior to October 1, 2017 are not eligible for the District’s cost-share, unless the project is a phased project and the application is for a new phase. If the project is a two-year project, include the estimated percentage of completion for the project for each year. Projects anticipated to take longer than two years should divide the project, into several phases and reapply for additional funding for the future phases in subsequent cost-share funding cycles. Include the estimated start and completion dates for future phases as well as the phases in the current funding request. Provide documentation to support the schedule identified in Section B-6 of the application.
  b. If the project requires participation from certain communities or homeowners, provide a description of methods used to ensure participation in the project. Provide the rate of participation (as a percentage) that can be documented at the time of the application. For example, if the project is to replace septic systems with sewer, what participation rate (percentage) have you received in the past or have confirmation for this project?

Describe the public support generated for the project. Have you held any public meetings or workshops to describe the project? Have you presented the project to the council or commission? Has the project been identified in a community newsletter or press release?

C. Project Cost Information:
  • C-1: Breakdown of the total project cost is included in this section.
    a. Attach a table or spreadsheet with detailed project costs for each project component or task.
       The District will only contribute towards the construction costs of the project; however, the table should detail all project costs.
    b. Cost-share request funding table includes detail of the funding request.
       A. Total Estimated Project Costs which includes construction, planning, design, permitting, bidding or the acquisition of land for the project should be included in this box. Water conservation projects may include other implementation costs except for planning, design, permitting, bidding or the acquisition of land. Do not include annual operation and maintenance costs.
       B. Construction Cost: The total Construction cost should be included in these boxes broken down by fiscal year. Year 1 (FY2018) is 10/1/2017 – 9/30/2018. Year 2 (FY2019) is 10/1/2018 – 9/30/2019. The total of these 2 costs should equal the total estimated construction cost of the project.
       C. Cost-share amount requested: The total cost share amount requested should be entered here. The District will fund up to thirty three percent (33%) of the estimated
total construction costs for selected alternative water supply, water quality, flood protection, and natural systems projects. The District will fund up to fifty percent (50%) of water conservation projects. REDI communities can submit a waiver of matching funds letter, which allows for up to 100% reimbursement of construction costs.

D. Enter the estimated Applicant’s Annual Operation & Maintenance cost.

E. Enter the estimated service life of the components of the project in years.

c. Identify other outside sources of funding, including any State or Federal appropriations or grant monies, municipal bonds. Identify the source and status of applicant’s portion of the funding.

d. Identify if this is a single entity project or multi-jurisdictional with two or more partners. Identify the partners and include a copy of any partnership agreements or memos of understanding and the status of the agreement; i.e., in negotiation (when will negotiation be complete), agreement in place and approved by all parties, expired (will it be renewed and if so when). Also, indicate the percentage of funding provided by each partner to the project.

- **C-2: Quantification of Benefits.** For Water Supply and Water Conservation projects, provide the estimated million gallons per day (MGD) conserved/alternative water made available. For Water Quality projects, provide the target pollutant reduction (lbs/year total nitrogen [TN] or total phosphorus [TP] or both). For Septic to Sewer projects, District staff will calculate the annual reduction of pounds of nutrients. For Flood Protection projects, provide acres protected from flooding and “as is” and “after implementation” of the project annual exceedance probability of flooding (1/# years). For Natural Systems projects, provide acres of wetlands and/or uplands or linear feet of shoreline enhanced or restored, and for MFL projects, provide the MGD of water withdrawn or recharged by the project or the MGD of alternative source to offset withdrawals.

- **C-3: Cost effectiveness.** If the project is a water supply or water conservation project calculate the cost per 1000 gallons ($/kgal) using the WSP Tab in the Cost Effectiveness Calculator. If the project is a water quality project, include the cost per pound of TN, and/or TP to be intercepted or removed ($/lb TN, TP removed) using the WQ Tab in the Cost Effectiveness Calculator. For flood protection projects, provide a map depicting the area affected by the project and the acreage and value of land and the annual exceedance probability for “as is” and “after implementation”. The benefit/cost ratio will be calculated by District staff using this information. For natural systems projects, provide the cost per acre or cost per linear feet of shoreline (if project includes multiple components, itemize cost per acre individually for 1) exotic removal, 2) wetland regrading/planting, 3) upland planting, 4) hydrologic restoration, 5) shoreline restoration, and 6) dredging). The benefit/cost ratio will be calculated by District staff for projects benefiting MFL water bodies. Provide documentation for the cost effectiveness calculation.
The Cost Effectiveness Calculator includes two Excel spreadsheet tabs, one for water supply (WSP) and one for water quality (WQ). The cost effectiveness calculator is available on the cost-share program web page: http://www.sjrwmd.com/funding/FY2017-2018/.

NOTE: The application will be reviewed based solely on the information provided by the application submittal deadline. If information required to properly evaluate a particular criterion is left out, it is possible for that criterion to receive a zero score.

PUBLIC INFORMATIONAL MEETINGS

The District will host an information meeting to introduce the 2018 Districtwide Cost-Share Program at the following location, date and time:

March 16, 2017 2pm
SJRWMD Headquarters, Palatka, Governing Board Meeting Room
Webinar registration link for those who cannot attend in person: https://attendee.gotowebinar.com/register/977370558705733121

Attendance is not required to submit an application. The workshops will review the DWCS application, guidance, evaluation criteria and program milestones, and will provide an opportunity to ask questions about the process and to introduce the District staff working on the program. The Applicant is encouraged to meet with District staff prior to submittal of their application.
FY 2017-18 COST-SHARE EVALUATION FORM
### FY2018 Cost Share Program
District Wide Cost Share Evaluation Score Sheet

| Project Name: |  |
| Reviewer: |  |

#### 1. Project Description (Application Section B-2) (10 points possible)
- Project description and measures of success are well written and succinct - Excellent (10 points)
- Project description and measures of success are good (7 points)
- Project description and measures of success are adequate (4 points)
- Project description and measures of success are not clear or succinct; poorly defined project (0 points)

| Justification for score: | Total: 0 |

#### 2. Benefit to Core Mission (score only one) (Application Section B-3) (30 points possible)

**a. Water Supply Mission**
- (Alternative Water Supply Project or Water Conservation Project)
  - High water supply benefit expected (24, 27, or 30 points)
  - Medium water supply benefit expected (14, 17, or 20 points)
  - Low water supply benefit expected (4, 7, or 10 points)

**b. Water Quality Mission**
- High water quality benefit expected (24, 27, or 30 points)
- Medium water quality benefit expected (14, 17, or 20 points)
- Low water quality benefit expected (4, 7, or 10 points)

**c. Flood Protection Mission**
- High flood protection benefit expected (24, 27, or 30 points)
- Medium flood protection benefit expected (14, 17, or 20 points)
- Low flood protection benefit expected (4, 7, or 10 points)

**d. Natural Systems Mission**
- High natural systems benefit expected (24, 27, or 30 points)
- Medium natural systems benefit expected (14, 17, or 20 points)
- Low natural systems benefit expected (4, 7, or 10 points)

| Justification for score: | Total: 0 |

#### Secondary Benefit to District Missions (5 or 10 points total, even if more than one additional benefit)

**a. Water Supply Mission**

**b. Water Quality Mission**

**c. Flood Protection Mission**

**d. Natural Systems Mission**

| Justification for score: | Total: 0 |

#### 3. Project Readiness (Application Section B-6) (20 points possible)
- Project will start by 1/30/2018 or finish by 6/30/2018 (20 points)
- Project will start by 4/30/2018 or finish by 9/30/2018 (15 points)
- Project will finish by 6/30/2019 (6 points)
- Project will finish after 6/30/2019 (0 points)

| Justification for score: | Total: 0 |

#### 4. Cost Effectiveness (Application Section C-3)
Cost Effectiveness Scoring will be calculated for each project type separately as identified in section C of the application. Only the primary Core Mission project type will be used to score a project. A maximum of 30 points for cost effectiveness can be obtained for a project. See Evaluation Guidance Manual for scoring criteria.

| High (30 points) | Medium (20 points) | Low (10 points) |
| Total: 0 |
### 5. Landscape Irrigation Ordinance Bonus (Application Section A-8)

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<th>Landscape irrigation ordinance is in place (5 pts)</th>
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<td>Justification for score</td>
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### 6. Past Performance

Past Performance will be scored based on past performance of the Applicant on FY16 & FY17 District Cost Share projects. A total of 20 points may be deducted for the following criteria: (1) failure to adhere to budget or schedule (10 pts); (2) failure to submit complete invoices and reports in a timely fashion (5 pts) and (3) failure to execute and return signed Agreement to the District within 45 days of receipt (5 pts). Applicants with no history with the District’s cost share program will not receive a point deduction. Previous cost share project extensions of schedule or budget granted by district staff for good cause will not be counted against the applicant.

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**Total Score: 0**

### NOTES:

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