

POLICY

The City of Columbus Department of Public Utilities (DPU) recognizes watershed organizations provide essential services to Columbus and DPU's Contract Communities in the Department's service area. These organizations further DPU's goal of addressing water quality concerns through community engagement and education, 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 storm, sanitary, or combined sewers. These organizations also further Franklin Soil and Water Conservation District's (FSWCD) mission to promote responsible land use decisions for the conservation, protection, and improvement of soil and water resources by providing information and assistance through effective partnering, technical guidance, and education.

PROCESS

Through FSWCD, DPU desires to fund Service Agreements with watershed organizations demonstrating the ability to provide public education relevant to DPU/FSWCD, and to perform projects implementing pollution prevention techniques and best practices to control stormwater runoff, improve water quality within the City of Columbus, facilitate water-quality focused education and outreach, and promote climate resiliency. General guidelines for the process are as follows:

- 1) Each year FSWCD will issue a Call for Proposals for eligible watershed organizations able to provide services to DPU and DPU customers in the City of Columbus.
- 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 – or organizations who use their award to obtain 501(c)(3) status – that primarily provide service to the tributary watersheds in within the Columbus city limits are eligible to respond to Call for Proposals.
- 4) A committee of FSWCD and DPU staff will review and evaluate qualified proposals based on predetermined criteria.
- 5) The committee will determine specific services to be contracted under a Service Agreement for each watershed group.
- 6) Upon approval, FSWCD 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 FSWCD 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

FSWCD 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, DPU and FSWCD 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 FSWCD 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 City of Columbus, and past organizational performance. The selection of services is solely at DPU and FSWCD discretion and DPU and FSWCD is not obligated to award any Service Agreement(s).

The final recommendations must be approved by the joint committee of FSWCD and DPU.

Service Agreement

Upon final approval of the District's Board of Supervisors, 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.

Budget Modification

A Budget Modification request form shall be submitted and approved to permit any changes in the proposed services.

Reporting

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

FSWCD provides report forms that can be found on FSWCD's website at www.franklinswcd.org/columbus-watershed-partners for the Watershed Partner 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 FSWCD approval.

Reimbursement Request Submission

Use the reporting forms located at www.franklinswcd.org/columbus-watershed-partners 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 FSWCD and reviewed for completeness. Submissions will be sent to:

Franklin Soil and Water Conservation District
Henry Stahl or Watershed Resource Specialist
1404 Goodale Blvd #100 Columbus, OH 43212
hstahl@franklinswcd.org

Upon successful review of the submission FSWCD's Watershed Resource Specialist will have the final review of the Reimbursement Request for disbursement to occur.

Upon the final approval by the Watershed Resource Specialist 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.