



**WITHLACOOCHEE
REGIONAL
WATER
SUPPLY
AUTHORITY**

Local Government Water Supply Funding Assistance Program

Program Guidelines:

Since 1999, the Board of Directors of the Authority has provided assistance to local governments for water supply projects. Funding for these projects has come from the Authority's Water Resource Capital Projects Fund. Revenues secured from the Charles A. Black Water Supply Facility owned by the Authority and operated and maintained by Citrus County have funded the program. Other funds from the Authority administration budget may be utilized as available.

The criteria for selecting a local water supply project for potential funding are as follows:

1. The project must be within the Withlacoochee Regional Water Supply Authority jurisdiction and must be for a member local government.
2. The project must relate to water conservation.
3. The project must be approved by the submitting local government's City Council or County Commission prior to submittal to the WRWSA. A resolution of support for the project and commitment of funding by the local government should accompany the application. The Authority, in its sole discretion, will evaluate and approve / disapprove each project based on its merits.
4. The Authority Board of Directors will establish the amount of money available each year for inclusion in the funding program. The maximum funding level has been established as \$100,000 per year. The number of approved applicants will determine the amount of funding for each project. However, the Authority established a general guideline in 2004 of funding up to 1/2 of a project budget up to an amount not to exceed \$50,000 per project.
5. The local government applicant must provide a scope of services for the project that describes the objective of the project, the tasks involved in the project, the cost per task and the time frame for completion of the project. Generally, the Authority requests that the local government expend its pro rata portion of the project budget before the Authority begins paying its pro rata portion.
6. Local governments that have received approval for a grant from the Authority shall not be eligible for another project grant until the previous grant project has been completed:
 - a. Completion of a project shall mean that the total project or the phase of a project for which the grant was used must have been completed. Completion shall also mean that payment for services funded by the grant has been made by the local government and a request for final reimbursement of the two-thirds contribution by the Authority has been sent by the local government and received by the Authority. An exception to this procedure may occur when the local government has shown evidence that the money to be expended has been encumbered, but for scheduling purposes, has not yet been expended. However, the monies must be spent within a specified timeframe proposed by the local government and approved by the Authority. The Authority shall only reimburse the local government for monies actually expended. [Approved July 16, 2003]

- b. Projects for which Authority funding constituted only a part of the total project must have a formal resolution from the member local government that the balance of the project will be completed.
 - c. In setting funding priorities during a grant funding cycle, projects for which Authority funding constituted only a part of the total project will defer priority first to projects for member governments that have never been funded and second to previously funded projects that have completed their total project.
7. If either the approved project tasks or the project time frames are changed, the project applicant must revise the scope of services as soon as they are known and receive approval of these revisions from the Authority at a regularly scheduled meeting. Approved changes will be incorporated into the local government contract.
8. The application process will open on May 1 of each year and close on the last working day in June. The applications will be considered by the Board during its July and August Board meetings as necessary. Awards will be made after the September Board meeting. Local Government contracts will be prepared by the Authority's Attorney and Executive Director and approved by the Authority Board and submitted to Local Governments for review and approval by January of the following year.

Application Process:

1. The grant application period opens on May 1 of each calendar year and closes on the last working day of June. The completed application and all attachments must be submitted by 5:00 p.m. on the last working day of the month of June. It is the applicant's responsibility to ensure that the grant application is sent to and received by the Executive Director by the required date. The Authority assumes no responsibility for delays or other problems with the transmittal of the application.
2. Applications will be considered at the July Board meeting following receipt of applications. Member governments applying for a grant will be expected to have a representative at the Board meeting to explain the request and answer questions.
3. Once a grant request is approved by the Board, the applicant's resolution, summary of the project and time schedule will be incorporated into a contract between the Authority and the local government. The contract (in three copies) will be sent to the local government for review, approval and signature by the local government and then sent back to the Executive Director for presentation to the Authority Board for final approval and signatures at the September or next appropriate Board meeting. Once signed an original signed copy of the contract will be sent to the local government.
4. Changes to the internal budget of the project, if applicable, may be approved by the Executive Director up to a 10% change in budget items. The Authority Board at a regular Board meeting must approve changes in excess of that amount. Requests for changes in the date of completion of the contract must be submitted in writing to the Executive Director for placement on the agenda at a regularly scheduled meeting of the Authority. Requests for an extension of the contract date must be done prior to the expiration of the contract.

The completed application should be mailed to:

Jack Sullivan, Executive Director
Withlacoochee Regional Water Supply Authority
1107 Shalimar Drive
Tallahassee, Florida 32312

**Withlacoochee Regional Water Supply Authority
Local Government Water Supply
Funding Assistance Program**

Grant Application Form:

Name of member local government:

List previous grants received from WRWSA and date completed:

Short description of proposed water supply project:

Is this a water conservation project? Yes _____ No _____

Attachments to application:

1. Resolution of support that includes the following commitments:
 - a. The local government will budget and expend its matching funds as required by the grant program.
 - b. The local government will expend its required matching funds first prior to requesting reimbursement from the Authority for its 50% match for the project.
2. A summary of the project tasks (scope of services) with estimated costs by task, if applicable.
3. A time schedule for the project and expected completion date that will be inserted in the local government contract.

Withlacoochee Regional Water Supply Authority
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(850) 385-0220
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