

**SUWANNEE RIVER
WATER MANAGEMENT DISTRICT**
RIVER Application Guidance



Figure 1 Photo of Levy Blue Spring

TABLE OF CONTENTS

Introduction	3
General Guidance for Completing a RIVER Application.....	4
Cost-share Evaluation Form	9
List of Acronyms.....	10
Links to referenced Documents.....	11

SRWMD RIVER COST-SHARE FUNDING PROGRAM INFORMATION

INTRODUCTION

This guidance is provided for applicants to the RIVER Cost-Share Program. 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 entities in water management programs and projects of mutual benefit, provided such programs and projects are consistent with the Suwannee 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 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 Plans (RWSP). These documents are all available on the District's website [Suwannee River Water Management District](#)

Final decisions regarding the funding of projects are the exclusive responsibility of the Governing Board.

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

- Improve water quality
- Protect Florida's Water Supply
- Restore Natural Systems / Habitat Protection
- Provide Flood Protection

Also, a checklist is provided at the end of the application to ensure that information needed for evaluation is included.

Applications

Complete applications using the online application form available at [RIVER Cost Share Program](#) Applications must be submitted prior to **11:59 p.m. on April 15, 2022.**

IMPORTANT NOTICE: Local governments must have an adopted Water Shortage Ordinance PRIOR to contract execution date.

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 the Agricultural and Environmental Projects Team at (386) 362-1001 or email to:

1. Projects Team Projects@SRWMD.org

GENERAL GUIDANCE FOR COMPLETING A RIVER APPLICATION

The RIVER application is available at: [RIVER Cost Share Program](#)

The evaluation criteria that will be used to score applications are listed in this document.

A. Basic Information:

- A-1: Enter the project name and the name of the entity/name of organization submitting this project.
- A-2 – A-3: Entity's contact information or project manager. The District will send correspondence concerning this application to the person listed in A-2.
- Checkbox for submitting person - Consultant 's may submit for an entity. If submitting person is a consultant, provide an **agents approval form** signed by the entity
- A-4: Check the county where the project is located.
- A-5: Scoring Criteria 5 - Check the box if the project is located in the North Florida Regional Water Supply Planning Region. Refer to map at [NFRWSP Boundary Map](#). If the project is listed in the NFRWSP, indicate the Project ID [NFRWSP Projects for SRWMD](#)
- A-6: Scoring Criteria 5 - 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: [District Basin Management Action Plan \(BMAP\) Map](#) . The Latitude and Longitude provided will be used to confirm applicable programs and plans.

If the proposed project is listed within a BMAP, please provide the BMAP name and BMAP project number (e.g., 2109) and ensure that the project name corresponds to the BMAP project name. [BMAP Projects for SRWMD](#) .If the project is part of a BMAP project but is not identical, please provide the BMAP name, project name, and BMAP project number that most closely corresponds to the project in the BMAP and explain the relationship of your proposed project to the project contained in the BMAP within section B-2 Project Description.

Information on MFL water bodies is located on the District's website: [Minimum Flows and Minimum Water Levels \(MFL\) Waterbodies](#)

A-7: If the Applicant is a Rural Economic Development Initiative Community (REDI) , check the box as appropriate. Upload a copy of the documentation, required when "yes".

A-8: If the Applicant is a local government, provide a copy of the Year-Round-Water-Conservation-Shortage-Ordinance or Code. Provide Ordinance Title, number and effective date. Model Ordinance can be found at [Year-Round-Water-Conservation-Shortage-Ordinance](#). April is proclaimed as Water Conservation Month.

A-9: If the Applicant is a local government, indicate whether the local government has adopted a Florida Friendly Landscape Ordinance or Code. Additional information may be found at: [Florida-Friendly Landscape Guidance Models for Ordinances, Covenants, and Restrictions](#).

B. Project Information:

- B-1: Project Type – Check the primary RIVER Mission that will benefit by the project. **Check only one**. Information about the RIVER Missions is available at: [RIVER Cost Share Program](#). Projects that include more than one RIVER Mission may receive additional scoring consideration. Additional benefits should be described in Section B-3.

- B-2: Project Description – Scoring Criteria 1 - Please note that the Project Description Section is a specific scoring criterion and as such, the project should be described in a clear and sufficiently detailed manner so that District Staff can adequately understand the project elements. 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 plainly support the information provided in Section B-2.

- a. Description - Provide a thorough, 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 (Example – pre- and post-water audit, nitrogen reduction pre and post audit).
 - 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 (in decimal degrees example Lat 30.28227, Long -82.95493) for the location of the project. Use the centroid if the project covers a large area. If your project benefits surface water quality, please identify the WBID(s) that it benefits. The WBID number may be determined by going to the [District Basin Management Action Plan \(BMAP\) Map](#). In the upper left click on “Add”, then “search for layers” and type in “Waterbody IDs (WBID)”. Adjust the transparency if needed.
- B-3: Benefits to Regional Effectiveness & Core Missions (Scoring Criteria 4). Describe the benefit to one (or more) of the program’s main missions (Water Quantity, Water Quality, Flood Protection and/or Natural Systems). The project must demonstrate an increased benefit over the existing condition and the application must include documentation to support the benefit.
 - **Improve Water Quantity:**

Alternative Water Supply (AWS) Projects - A project that switches consumptive use from fresh groundwater to an alternative source. Alternative sources can include saltwater; brackish surface and ground water; surface water captured primarily during wet-weather flows; sources made available through the addition of new storage capacity for surface or ground water; water that has been reclaimed after one or more public supply, municipal, industrial, commercial, or agricultural uses; the downstream augmentation of water bodies with reclaimed water; or storm water.

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.

Provide a description of the alternative water supply project and the water source that it is replacing. Also, provide supporting documentation for the project's environmental benefit calculations.

Water Conservation Projects - A project that increases the efficiency of water use, which results in a reduction of water use. The project must result in measurable water savings and does not include projects that are using an alternative source. Describe how the project will result in water savings and provide supporting documentation to prove benefit.

○ **Improve Water Quality:**

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). Describe how the project will improve water quality and provide supporting documentation to prove benefit.

The following information is required for all water quality nutrient reduction projects.

- Relationship to a BMAP status
- 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 and/or sediment reduction.
- The methodology and information used to arrive at the nutrient reduction estimate must be provided. Refer to RIVER guidance as applicable. Other methodologies such as the BMPTRAINS or STEPL models may be used to develop estimates:

[BMPTRAINS for nutrient loads \(TN and TP\)](#)

[STEPL for nutrient and sediment loads](#)

Septic to Sewer Projects:

Onsite treatment and Disposal Systems (OSTDS) project descriptions must include how the entity will ensure that all upgrades or connection(s) to central sewer contained within the application will occur. The implementation of the program may be regulatory in nature or be accomplished through incentives or a combination thereof. Include the anticipated number and type (commercial or residential) of septic tanks that will be connected to sewer. For commercial parcels, also include the type of commercial and the square footage of the building. An estimate of the percentage of property owner participation would be helpful for the evaluation process.

- **Land Acquisition and/or Restoration of Natural Systems:**

A natural systems land acquisition or restoration project includes those projects that will directly protect or improve areas affecting water quantity/quality. An estimate of the acres of the project and/or linear feet of restored shoreline is required.

- 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 an existing permit for the project site 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. Scoring Criteria 2.
 - a. Complete the Project Readiness 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 at the time of application for any project components already underway or completed for planning, design, permitting and bidding actions by the application submittal date. Clearly indicate project components that have not started and estimates for the task to begin and to be complete (where applicable, detail schedules for design, permit, and easement or cooperative agreement status (where applicable). Provide documentation to support the schedule identified in Section B-6 of the application.
 - b. 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? Provide dates of upcoming commission or public meetings scheduled after the application deadline where this project will be discussed and submit documentation as soon as available.
- B-7: Initial the statement at the bottom of the section to indicate that you have identified all required permits necessary for this project and that any property needed for the project is under your ownership or control.

C. Project Cost Information: Scoring Criteria 3

- 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.
 - A. Total Estimated Project Costs which include construction, planning, design, permitting, bidding or the acquisition of land for the project should be included in this box. 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 and Year 2 if applicable).
 - C. Cost-share amount requested: The total cost share amount requested should be entered here.
 - D. Enter the estimated Applicant's Annual Operation & Maintenance cost.
 - E. Enter the estimated service life of the components of the project in years.
 - b. 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. Describe your in-kind contribution and estimate the monetary value of that contribution.
- c. 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.
 - Quantification of the benefits should reflect the amount that is expected upon completion of the funded project construction. Where the funding is for a phase of a larger project, the benefits are expected to reflect just the phase associated with this funding.
 - For Water Supply, Water Conservation, Alternative Water Supply (AWS), and/or Water Resource Development projects, provide the estimated million gallons per day (MGD) conserved/alternative water made available/aquifer benefit at the project site.
 - For Water Quality projects, provide the target pollutant reduction (lbs./year total nitrogen [TN] or total phosphorus [TP] or total sediment reduction). Estimate benefits using [FDEP Springs Guidance](#) document where applicable. Other engineering methods will be accepted if the FDEP Springs Guidance does not apply. If the project is a project listed within a BMAP provide the credited nutrient reduction value associated with the project within the BMAP.
 - For Natural Systems projects, provide acres of wetlands and/or uplands or linear feet of shoreline enhanced or restored, and
 - For projects benefitting an MFL, provide the MGD of water withdrawn or recharged by the project or the MGD of alternative source to offset withdrawals.
 - In all cases, provide backup information showing how benefits were calculated.
 - 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, TP and/or sediment to be intercepted or removed (\$/lb. TN, TP or sediment removed) using the [WQ Tab](#) in the [Cost Effectiveness Calculator](#). For natural systems projects, provide the cost per acre or cost per linear feet of shoreline. 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: [Cost Effectiveness Calculator](#)

Application checklist: Review & check that all required items are included. Items marked with an asterisk (*) on the application form must be provided to submit the application.

Certification: Print name of person with authority to submit a cost share application.

RIVER COST-SHARE EVALUATION FORM

Projects will be evaluated based on the following criteria and relative to all RIVER projects received in the current application period.

1. Project Description – 20 points possible
 - a. Clear and thorough 16-20 points
 - b. Good – 11-15 points
 - c. Adequate – 6-10 points
 - d. Not clear or thorough – 0-5 points
2. Project Readiness – 25 points possible
 - a. Maximum points will be received for shovel ready projects and those that address all elements in the project schedule 1- 25 points
3. Cost Effectiveness – - 25 points possible
 - a. High – 17-25 points
 - b. Medium – 9-16 points
 - c. Low – 1-8 points
4. Regional Effectiveness - 20 points possible
 - a. High – 15-20 points
 - b. Average – 8-14 points
 - c. Minimal – 1-7 points
5. Included in a Planning Document 0-10 points possible
 - a. Supports a plan – 5 points
 - b. Listed in plan - 10 points
6. Past Performance – This will be scored based on past performance of the Applicants on projects awarded in the past 3 years. Applicants with no prior history will not receive a point deduction. A total of 20 points may be deducted for the following criteria:
 - a. Failure to adhere to budget or schedule without prior notice or authorization (- 10 points)
 - b. Failure to submit complete invoices and reports in a timely fashion (-5 points)
 - c. Failure to execute an agreement in a timely fashion (-5 points)
7. Ordinance:
 - a. If the Applicant is a local government, did they provide a copy of the adopted Water Shortage Ordinance? **This must be provided prior to contract execution.**

List of Acronyms

FDEP	Florida Department of Environmental Protection
AWS	Alternative Water Supply
BMAP	Basin Management Action Plan
BMP	Best Management Practices
FY	Fiscal Year
Kgal	1000 gallons
MFL	Minimum Flows and Minimum Water Levels
MGD	Million Gallons per Day
NFRWSP	North Florida Regional Water Supply Plan
OFS	Outstanding Florida Spring
PFA	Priority Focus Area
SRWMD	Suwannee River Water Management District
SWIM	Surface Water Improvement and Management
TMDL	Total Maximum Daily Load
TN	Total Nitrogen
TP	Total Phosphorus
WBID	Water Body Identification

Links to referenced documents

[RIVER Cost Share Program](#)

[NFRWSP Boundary Map](#)

[NFRWSP Projects for SRWMD](#)

[Water Resource Caution Areas Map](#)

Surface Water Improvement and Management Plans (SWIM) [Coastal Basin](#) and [Suwannee Basin](#)

[District Basin Management Action Plan \(BMAP\) Map](#)

[BMAP Projects for SRWMD](#)

[Minimum Flows and Minimum Water Levels \(MFL\) Waterbodies](#)

[FDEP Springs Funding Guidance](#)

[FDEP Waterbody IDs](#)

[Lower Santa Fe Basin Recovery Strategy](#)

[Cost Effectiveness Calculator](#)

[Outstanding Florida Springs](#)

[Priority Focus Areas](#)

[BMPTRAINS for nutrient loads \(TN and TP\)](#)

[STEPL for nutrient and sediment loads](#)