

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Fiscal Management
Policy Title : Grant Funding Policy
Policy Number : 500.14
Date Adopted : March 10, 2016
Date Amended :

GRANT FUNDING POLICY

This policy establishes a funding policy for grants. The Regional Water Authority (“RWA”) obtains grant funding to provide for carrying out a Project that is within the authorized purposes of RWA, and sharing in the cost and benefits by the Participants. RWA may use staff time and consulting resources to help with the Project. These projects are intended to facilitate and coordinate the development, design, construction, rehabilitation, acquisition or financing of water-related facilities or programs on behalf of Members and/or Contracting Entities and may include sharing in the cost of federal, State or local projects.

Funding agencies typically have a 90 to 180 day turnaround to reimburse the Participants. There will be an RWA management fee to administer the Project, and may include up to a 10% contingency. Fee may include funding for Project cash flow. Each Participant will be assessed an agreed upon portion of the fees. RWA may be a Participant in the Project. RWA would have the same obligations as the other Participants, including being assessed the management fees. Project management activities include development of requests for proposals, project agreements, project guidance, semi-annual reporting and semi-annual invoice processing, and interim and final project reports as required by the funding agreement.

All assets, benefits and obligations attributable to the project shall be assets, benefits and obligations of those Members and/or Contracting Entities that have entered into the Project Agreement. Any debts, liabilities, obligations or indebtedness incurred by the Regional Authority in regard to a particular project, including startup costs advanced by the Regional Authority, shall be obligations of the participating Members and/or Contracting Entities, and shall not be the debts, liabilities, obligations and indebtedness of those Members and/or Contracting Entities who have not executed the Project Agreement.

Participants may form a Project Committee consisting of one or more

representative designated by each Participant. The Project Committee will meet as necessary from time to time to administer and implement the Agreement on behalf of the Participants. A majority of the members of the Project Committee will constitute a quorum, and a majority of the members of the Project Committee will be required for an affirmative vote to take action on behalf of the Participants. Actions that could result in fiscal changes will require unanimous consent of the Participants.

The Executive Director of RWA will ensure that the interests of Members and Contracting Entities of RWA who do not participate in the Project are not adversely affected in performing an Agreement. The RWA Project Manager will (a) provide information to the Participants on the status of implementation of the Project, (b) assist the Project Committee in carrying out its activities under this Agreement, and (c) administer the grant on behalf of the Participants consistent with the determinations of the Project Committee and the provisions of this Agreement.

A Participant may withdraw from the Agreement without requiring termination of the Agreement, effective upon ninety days' notice to RWA and the other Participants, provided that, the withdrawing Participant will remain responsible for any indebtedness incurred by the Participant under the Agreement prior to the effective date of withdrawal. The Agreement may be amended from time to time only with the written approval of all of the Participants and RWA.

Project Participants agree to submit information associated with fulfilling the statement of work in a timely fashion to allow RWA to meet reporting requirements and to notify RWA regarding any delays in the Project. No funds will be disbursed to any Participant that is not current with all compliance and reporting obligations.

If the Project Committee determines that additional project management expenses are required, the Participants agree to reduce their grant awards using a mutually agreed on method. After completion of grant, if the Project has excess funds, it will obligate those funds to the grant and such additional moneys will be apportioned to each Participant proportionately to its grant award, as applicable.