SUWANNEE RIVER
WATER MANAGEMENT DISTRICT

Fiscal Year 2020-2021

SPRINGS Application

Guidance

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Fiscal Year 2020 - 2021 SPRINGS COST-SHARE FUNDING PROGRAM INFORMATION

INTRODUCTION

This guidance is provided for applicants to the Springs Cost-Share for Fiscal Year 2020 – 2021 (FY21). 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 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 http://www.mysuwanneeriver.com

Final decisions regarding the funding of projects are the exclusive responsibility of the Florida Legislature.

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

- Improve water quality
- Recharge Water Flow
- Protect habitat of Springs

Applications

Complete applications using the application form available on the District Springs Cost Share Program page at www.mysuwanneeriver.com/springsfunding

Applications must be submitted through the online portal prior to **5 p.m. on December 18, 2019**

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 us at (386) 362-1001 or email to: Projects@SRWMD.org

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

GENERAL GUIDANCE FOR COMPLETING A FY 2020-2021 SPRINGS APPLICATION

The FY2020-2021 Springs application is available at: www.mysuwanneeriver.com/springsfunding

1. Under Project Submittal - Select the Springs Project Submittal Form.
2. You will be prompted to Sign In. Choose "Create an Account" if you are a new user or select "Existing Account" to continue.

Refer to the FDEP Springs Funding Guidance Guidance-on Springs-Funding to complete Sections I. through VIII. The evaluation criteria that will be used to score applications are listed at the end of this document. The District may solicit a third-party verification for benefit analysis. Required information is marked with an asterisk * on the form. *The application cannot be submitted until all required information is provided.*

I. Contact Information:

- A-1: Enter the name of the Entity / Organization requesting the funding.
- A-2 – A-3: Applicant's contact information and project manager. The District will send correspondence concerning this application to the person listed in A-2.

II. Spring Information:

- B-1: Provide the name of the Spring benefitted by this project.
- B-2: Select the impairment status from the drop-down menu.
- B-3: Select the MFL status from the drop-down menu.

III. Project Information:

- C-1: Project name – if the project is included in a BMAP, BMAP annual report, or MFL Recovery/Prevention Strategy, please use the name listed in the document for ease of reference.
- C-2: Check the county or counties where the project is located.
- C-3: Latitude - enter in Decimal degrees
- C-4: Longitude - enter in Decimal degrees
- C-5: Project Type – select from drop-down list the primary Springs Mission that will benefit by the project. **Select only one**. Information about the Springs Missions are available at: Guidance-on Springs-Funding . Projects that include more than one Springs Mission may receive additional scoring consideration. Additional benefits should be described in Section IX. below.
- C-6: 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 and sufficiently detailed manner so that District Staff can adequately understand the project elements. The quality, clarity, and thoroughness of information requested in Section C-6 is highly important so the District can easily understand the proposed project for funding assistance. Provide a thorough, clear, description of the project. What are you constructing and why? 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.

  Additional information may be uploaded in the "**Supporting Information**" section below 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 C-6. Any additional information must be clear and plainly support the information provided in Section C-6.

- C-7: Measure 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-8: Is the Project listed in a BMAP (or annual update)? Select from the drop-down list.
- C-8a: If the answer to C-8 is yes, then you will be prompted for the BMAP number.
- C-8b: If the answer to C-8 is "no, but intended", then you will be prompted for the intended BMAP name.
- C-9 Does the project benefit an MFL? Select from the drop-down list.
- C-10: Primary WBID. If your project benefits surface water quality, please identify the WBID(s) that it benefits. The WBID number may be determined by going to Water Quality Assessments, TMDLs and BMAPs

IV. Water Quality

- D-1: Does the Project have water quality benefits? Select from the drop-down menu.
- D-2: If the answer to D-1 is "yes", then you will be prompted for information on TN reduction in lbs./year. Enter a number only, a range will not be accepted. Use the attenuated and recharge values if applicable. Calculations will be uploaded in a later section.
- D-3: If the answer to D-1 is "yes", then you will be prompted for information on Sediment reduction in lbs./year. Enter a number only, a range will not be accepted. Use of STEPL is recommended. Calculations will be uploaded in a later section.

V. Water Quantity

- E-1: Does the Project have water quantity benefits? Select from the drop-down menu.
- E-2: Quantity of water made available. Refer to FDEP Springs Funding Guidance Section D. Enter the amount in Million Gallons per Day (MGD) to the nearest tenth, e.g. 1.1 or 0.5 mgd.

VI. Land Acquisition

- F-1 Acres to be acquired. Refer to FDEP Springs Funding Guidance Section E for acres to be included.

VII. Project Time and Cost

- G-1: State Funding requested. Enter nearest whole dollar amount.
- G-2: Local match amount. Enter nearest whole dollar amount or leave blank if not applicable.
- G-2a: Local Match type. Select from drop-down menu.
- G-3: Third Party Match. Enter nearest whole dollar amount or leave blank if not applicable.
- G-4: Total Project Cost. Enter nearest whole dollar amount.

- G-5: Enter anticipated Start Date.
- G-6: Enter anticipated Completion Date.
- G-7: Is this a Multi-year Project? Select from drop-down menu. Multi-year refers to projects that will request funding over multiple funding cycles, typically for phases. It does not refer to projects that require more than one year to complete. E.g., the Project requests the State funding amount in G-1 for Phase 1 in FY 21. There is a Phase 2 that has been planned, but funds are not required for Phase 2 until FY 22 or beyond. That would be a multi-year project. There is no guarantee that Phase 2 will be funded, however it may be considered for multi-year funding by DEP.
- G-7a through G-7e: If the answer to G-7 is yes, then you will be prompted for additional information on the funding for future years.

VIII. Other

- H-1: Additional Information. Provide a brief narrative with additional information that is beneficial to evaluating the project.

IX. Scoring Criteria Section and Supporting Information

Project Benefits Criteria 2 - Primary Benefit 1-30 points possible

- J-1: **Primary** Benefit. Select from drop-down menu.
- J-1a: Benefits to Springs Restoration. Describe the benefit to one (or more) of the program's main missions (Water Quantity, Water Quality, and/or Natural Systems).
- Guidance Notes on Benefit Types:

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 sediment reduction
- The methodology and information used to arrive at the nutrient reduction estimate must be provided. Refer to Springs guidance as applicable. Other methodologies such as the BMPTRAINS or STEPL and NSILT models may be used to develop estimates:
  - BMPTRAINS for nutrient loads (TN and TP):
  - BMP Trains 2020 UCF
  - STEPL for nutrient and sediment loads:
  - spreadsheet-tool- for estimating-pollutant-loads-STEPL

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 Springs or Springsheds:

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

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 and Water Conservation 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 of 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.
- For projects that support water quality improvement to springs, please refer to the guidance provided by the Florida Department of Environmental Protection within the Springs Funding Guidance at FDEP Springs Funding Guidance. Section C: Estimating Nitrogen Load Reductions from Springs Restoration describes the methods that will be acceptable by FDEP for potential springs funding. The guidance includes several types of projects, and this method is required to receive any additional funding through FDEP for projects of this nature. Other project- types that are supportive of springs protection should use accepted engineering methods for the calculation of benefits. In all cases, provide backup information showing how benefits were calculated.

Water Quality

- J-2: Does the Project include Septic to Sewer? Select from drop-down menu.
- J-2a: If the answer to J-2 is yes, then you will be prompted for the number of ERU's to be eliminated.
- J-2b: If the answer to J-2 is yes, then you will be prompted for the number of ERU's connections to be made available.
- J-3: Enter the number of septics to be upgraded or enhanced if applicable. Leave blank if not applicable.
- J-4: If this is a Wastewater system project please check the appropriate boxes for all that apply.
- Benefit calculator for wastewater projects. Please use this link to download the "FDEP method for TN calculations on wastewater projects" with factors for attenuation and recharge. This provides the team with a consistent format for evaluation. For other types of Nutrient reduction, use accepted engineering calculation methods and provide a copy in J-5.
- J-5: Upload a copy of your calculations for water quality projects. This is required for all Water Quality projects whether as primary or secondary benefit.
- J-6: Check box as appropriate if the project addresses Water Quality for an established Total Maximum Daily Load (TMDL).

Water Quantity

- J-7: 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.

- J-7a: If the water source in J-7 is "other" provide a name.
- J-8: For Alternative Water Supply to be used as potable offset enter the MGD
- J-9: For Alternative Water Supply to be used for recharge enter the MGD

Natural Systems

- J-10: Enter the acres of Wetlands to be restored or acquired.
- J-11: Enter the acres of Uplands to be restored or acquired.
- J-12: Enter the linear feet of shoreline to be restored, enhanced or acquired.
- J-13: Describe the purpose for the land acquisition, if applicable.

Project Benefits Criteria 2 - Secondary Benefit 0-10 points possible

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 and the application must include supporting documentation to support the benefit.

- J-14: If the project has a secondary benefit please select from the drop-down menu.
- J-15: Clearly describe the secondary benefits in terms of type and quantity. How will the project measure the success of the secondary benefit?

Project Readiness Criteria 3 – 1-20 points possible

The likelihood of successfully completing the project is addressed here. Complete the Project Readiness Table, include all applicable project components and include estimated duration 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 with file uploads in "Supporting Information" items N-1 through N-5 below.

- K-1: Planning - Enter the duration of the planning portion in months.
- K-1a: Enter the percent complete, only values of 0 to 100 may be entered.
- K-2: Design - Enter the duration of the design portion in months.
- K-2a: Enter the percent complete, only values of 0 to 100 may be entered.
- K-3: Land Acquisition - Enter the duration of the land acquisition portion in months.
- K-3a: Enter the percent complete, only values of 0 to 100 may be entered.
- K-4: Permit - Enter the duration of the permit portion in months.
- K-4a: Enter the percent complete, only values of 0 to 100 may be entered.
- K-5: Permit Agency or type – Enter the agency responsible for permitting.
- K-5a: Enter the permit number is issued.
- K-5b: Enter the permit expiration date.

- K-5c: List any additional permits obtained or required to complete this project.
- K-6: Bidding - Enter the duration of the Bid portion in months.
- K-6a: Enter the percent complete, only values of 0 to 100 may be entered.
- K-7: Construction - Enter the duration of the construction portion in months.
- K-7a: Enter the percent complete, only values of 0 to 100 may be entered.
- K-8: Duration of Project – Enter the total months to complete the project for which funding is being requested.

Cost Effectiveness Criteria 4 – 1-30 points possible

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 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

- L-1: Matching funds – 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.
- L-2: Service life – Provide the estimated service life of the project being constructed in years.
- L-3: Enter the estimated O & M costs.
- L-4: For Water Supply Development, enter the cost per 1000 gallons made available. This should be for the net increase. The cost is based on the amount of funding requested by the Springs Program, this does not include match funding amounts.
- L-5: For Water Conservation, enter the cost per 1000 gallons made available. This should be for the net increase. The cost is based on the amount of funding requested by the Springs Program, this does not include match funding amounts.
- L-6: For Water Quality TN reduction, enter the cost per pound per year. This should be for the net decrease with attenuation as appropriate. The cost is based on the amount of funding requested by the Springs Program, this does not include match funding amounts.
- L-7: Not Used.
- L-8: For Water Quality Sediment reduction, enter the cost per pound per year. This should be for the net decrease. The cost is based on the amount of funding requested by the Springs Program, this does not include match funding amounts.
- L-9: For Natural Systems, enter the cost per acre to be acquired. Refer to Dep Springs Funding Guidance for allowable acreage.

- L-10: For Natural Systems, enter the cost per linear foot of shoreline restored.
- L-11: For Economically Disadvantaged Communities, select from the drop-down menu.
- L-11a: If the answer to L-11 is "Other" you will be asked for the designation.
- L-12: Attach a copy of the cost effectiveness calculator, this is required.
- L-13: Upload a copy of the detailed project cost schedule, by task or segment. If this is a Multi-Year project, include the breakdown for the additional phases. Include which portions are covered by matching funds.

Location Criteria 5 – 15 points are possible, points are cumulative if applicable.

- M-1: Provide information on the project location, include how the project and the location supports Natural Systems Restoration, Water Quantity or Water Quality in the Springs. Identify if the project helps to implement a Regional Water Supply Plan, adopted BMAP, SWIM Plan or another adopted regional resource management plan. Projects located in a BMAP or PFA designation will receive those points only if they provide Water Quality improvements in the designated area. Projects located in a Water Resource Caution Area or Recovery/ Prevention Strategy will only receive those points if they provide Water Quantity improvements. An Outstanding Spring is one that is listed in the SRWMD.
- M-2: Upload a map, the map should identify any potentially affected MFL, TMDL, BMAP or impaired waterbodies, wetlands or springs that this project benefits. This is required.

Supporting Information – for documents and details not addressed above

- N-1: Upload a detailed project schedule. This is required.
- N-2: Upload supporting photo(s). Optional.
- N-3: Upload conceptual plans. Optional.
- N-4: Upload another file. Optional.
- N-5: Upload another supporting document. Optional.
- N-6: Local Government Support, check the appropriate box.
- N-7: Describe the public support for this project, include dates of meetings or workshops. If the project requires participation from communities or owners, provide method used to ensure participation will be achieved. 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.
- N-8: List any partners or cooperators involved in the project, including in-kind contributions or funds. 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.

- N-9: Confirm that the applicant has identified all required permits necessary for the project construction and that any property needed is under its ownership or control.

FY 2020-19 COST-SHARE EVALUATION FORM

Projects will be evaluated based on the following criteria and relative to all SPRINGS 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 – 1-5 points

2. Benefits
    a. Primary Benefit 30 points possible
        i. High – 21-30 points
        ii. Medium – 11-20 points
        iii. Low – 1-10 points
    b. Secondary Benefit 10 points possible

3. Project Readiness – 20 points possible
    a. Maximum points will be received for shovel ready projects and those that address all elements in the project schedule 1- 20 points

4. Cost Effectiveness –
    a. Primary Benefit - 30 points possible
        i. High – 21-30 points
        ii. Medium – 11-20 points
        iii. Low – 1-10 points
    b. Secondary Benefit – 5 points possible

5. Location (Included in a planning document) 15 points possible, points are cumulative
    a. Priority Focus Area (PFA) – 2 points
    b. Basin Management Access Plan (BMAP) 5 points
    c. Water Resource Caution Area (WRCA) – 2 points
    d. Recovery /Prevention Strategy (RPS) – 5 points
    e. Outstanding Florida Spring (OFS) – 1 point

List of Acronyms

FDEP	Florida Department of Environmental Protection
BMAP	Basin Management Action Plan
BMP	Best Management Practices
FY	Fiscal Year
Kgal	1000 gallons
MFL	Minimum Flows and 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

Guidance-on Springs-Funding

Cost-Effectiveness-Calculator

BMAP-Projects-for-SRWMD

FDEP-method-for-wastewater-TN-calculations

North-Florida-Regional-Water-Supply-Plan-Boundary-Map

Water Quality Assessments, TMDLs and BMAPs

Nitrogen-source-inventory-and-loading-tool-NSILT-1

NFRWSP-Projects-for-SRWMD

BMP Trains 2020 UCF

Spreadsheet-tool- for estimating-pollutant-loads-STEPL