

District's Project Overview

To incentivize the municipalities served by the District to partner in the effort to address private property I/I sources, its 2010 Capital Budget established a project (M03044, I/I Reduction on Private Property, Phase II) to serve as a funding mechanism to the municipalities for I/I reduction efforts on private property. As of the adoption of the 2011 Capital Budget, the project provides \$8 million the first year with subsequent annual budgets projected to provide a total of \$151 million from 2011 -2021. Additionally, \$5 million of funds provided for Best Management Practices (BMP) work in the municipalities may be transferred to the PPII program subject to District review.

This document is intended to be used as a guideline for Work Plan submittal for the municipalities that elect for Option 1 or Option 3 of the Policy document. For municipalities that choose Option 2 or Option 4, please contact the District for assistance.

Eligible Work

The District shall approve all work before the work is commenced and deem that it is eligible work. Work considered to be eligible should meet the intent of the Statement of Policy as passed by the Commission on February 28, 2011 and any subsequent revisions thereof. *Appendix A* includes a table that classifies the work eligible for District reimbursement. The list is not inclusive and is subject to change.

Municipal Request Process

A municipality shall submit a Work Plan in various contexts such as:

- 1) A Work Plan for a specific scope of PPI/I work which the municipality is prepared to move forward with. Municipalities may submit multiple Work Plans within any yearly allocation period and/or throughout the extent of the program.
- 2) A Work Plan that encompasses the entire PPI/I program of the community of which only a segment of the entire Work Plan will be implemented in any particular year. Any consolidation of Work Plans is desirable as it will reduce administrative efforts for the municipality and the District.
- 3) A Work Plan for PPI/I work that is only a component of a larger scope of work that includes other aspects of municipal work not directly related to this program.

In any case, the submitted Work Plan should specifically define and segregate the details and the costs to be considered reimbursable for the immediate scope of PPI/I work that is proposed to be implemented. Work Plans should generally follow the Municipal Request Process as described below.

Work Plans shall be classified as one or a combination of the following types. If a Work Plan includes multiple types of work, please separate cost estimates by work type.

- A. Planning and Design
- B. Investigative OR
- C. Construction, Implementation, Rehabilitation (CIR)

The attached Work Plan Checklist/Template serves as a general outline to follow while completing a Work Plan. Depending on the scope and size of the project, the checklist/template may be sufficient with limited supporting documentation. Please be as comprehensive as possible to assist in an efficient review and approval process. The Work Plan Checklist/Template also provides an example Work Plan for reference.

District Review Process

The District shall review work or project plans in a timely manner. The municipality will receive dated verification the Work Plan has been received. Within 7 calendar days, an initial response will be issued regarding the Work Plan submission. This initial response will communicate if the Work Plan has progressed to staff review, if additional information is requested, request for clarification of particular items in the Work Plan, delays in review, or return of the Work Plan for modifications.

District Approval and Funding Agreement

Upon completion of staff review, Work Plans will be incorporated into a Funding Agreement between the District and the Municipality. Funding Agreements with value of less than \$250,000 will be subject Executive Director approval. Funding Agreements with value of \$250,000 or greater will be subject to approval by the MMSD Commission, however, the Executive Director will have the authority for interim approval of work up to \$250,000 prior to MMSD Commission approval of such Funding Agreements in order for municipalities to proceed with such work without delay. Within 30 days of submission a response of approval, conditional approval, extension in review period, notice of placement on Commission agenda, or disapproval will be issued.

Project Notice to Proceed

The municipality may commence PPI/I Work upon District approval of a Funding Agreement.

Change Process

In the event that the Municipality foresees a change within a project defined by an existing Funding Agreement affecting the cost, schedule, definition or outcome of the project, the Municipality shall provide timely notice to the District regarding the change request. A change request shall be accompanied by sufficient documentation to enable the District and the Municipality to review the change request and promptly determine the acceptability of the change. Changes in work within a Work Plan defined by an existing Funding Agreement will need District approval to be considered eligible for reimbursement.

Reimbursement:

All work eligible for reimbursement shall be a component of a Work Plan that has been approved by the District prior to commencement of work. Depending on the scope and timeline of the Work Plan, the municipality may submit requests for progress payments throughout the project OR submit for

reimbursement in lump sum at completion of the work. All reimbursements will be dispersed upon District approval through wire transfer. Arrangements for wire transfer should be completed with the District prior to the first anticipated reimbursement request by each municipality. The following documentation shall be included in a reimbursement request for timely review and processing

1) Progress Payment

- a. A brief summary of work progress with estimated % complete by work category as defined by the Funding Agreement;
- b. Paid invoices that total the requested reimbursement;
- c. A summary sheet listing the invoices providing a description or relation to a work item for each invoice entry
- d. For projects that include multiple program types of work, the invoice list shall also categorize each invoice by work type: 1. Planning and Design 2. Investigative 3. Construction, Implementation, Rehabilitation

2) Final Payment or Lump Sum Payment

- a. All documents as listed in Project Completion;
- b. Paid invoices that total the requested reimbursement;
- c. A summary sheet listing the invoices providing a description or relation to a work item for each invoice entry.
- d. For projects that include multiple program types of work, the invoice list shall also categorize each invoice by work type: 1. Planning and Design 2. Investigative 3. Construction, Implementation, Rehabilitation.
- e. Completion of data collection reporting.
- f. Completion of all Funding Agreement terms.

For approved work under established District contracts that will be invoiced directly to the District (Brown and Caldwell engineering services, Brown and Caldwell public outreach, and National Power Rodding lateral inspections), invoices will be forwarded to the Municipality for review and concurrence prior to the invoice amounts being deducted from the Municipality allocation balance.

To make arrangements for wire transfer of reimbursement requests, please contact:

Mark Kaminski
MMSD Acting Controller-Treasurer
414.225.2050
mkaminski@mmsd.com

Project Completion

The municipality shall notify the District upon completion of the PPI/I Work. This notification shall include a report including but not limited to the following:

1) Planning and Design

- a. As applicable (e.g. new construction or installations), plan sets and specifications stamped by the design engineer and endorsed by an authorized agent of the

- municipality. Plans and specs shall be submitted as one print copy and electronic pdf version.
- b. As applicable, a design report summarizing the results of data analysis with adequate background and stated assumptions, and explanation of means/methods to definitively justify the project. The report shall include specific recommendations by the engineer for subsequent investigative work or for Construction, Implementation, Rehabilitation work.
 - c. As applicable, Municipality planning, procedure, etc. documents that were completed and approved by the Municipality through the scope of the work.
- 2) Investigative
- a. A summary report following the outline submitted and approved in the Work Plan which illustrates the results of the investigative work and clearly defines recommendations for subsequent Construction, Implementation, Rehabilitation work.
 - b. Data collected in the format and media type as outlined in the Funding Agreement.
 - c. Summary document of lessons learned as compiled by the municipality, the engineer, the contractors, feedback from residents, or any other participant.
- 3) Construction, Implementation, Rehabilitation
- a. As applicable, record drawings (e.g. new construction or installations) stamped by the design engineer and endorsed by an authorized agent of the municipality. (1 print copy and pdf electronic version)
 - b. Reports outlining the results of testing used to verify the integrity and quality of the work completed such as post work televising, pressure testing, exfiltration testing, etc. (1 print copy and 1 pdf electronic version)
 - c. Inspection reports for work completed including photo documentation with logs to refer photos to specific property and project detail. (1 print copy and pdf version of reports, individual photo files if available in jpeg format)
 - d. Report summarizing the quantifiable results of the work based on pre-work estimates or measurements outlining means and methods for measuring success.
 - e. Summary document of lessons learned as compiled by the municipality, the engineer, the contractors, feedback from residents, or any other participant.
 - f. Plans for extended monitoring and success measurement such as flow testing, pump run time monitoring, exfiltration testing, etc.

The project shall be considered complete when all conditions of the Funding Agreement have been met.

District Funding

Funding will be allocated to each municipality consistent with the program Policy.

The maximum reimbursement a municipality may receive in a particular program year is equal to the relevant yearly allocation plus any accumulated unused allocation of the specific municipality from previous program years. A municipality may elect to complete approved work that is eligible for reimbursement which exceeds the yearly allocation and accumulated funds, however, the work will not be reimbursed until the allocation for the following year specific to the municipality is available. The

municipality should also consider that no guarantee is made of program funding beyond the current year budget and associated allocation. The District shall not advance any funds to a municipality for any project.

The District will maintain a list of the allocation by municipality, including any accumulated or net amounts.

Municipality Cost Share

No cost share requirement exists for municipalities for eligible work for PPI/I.

The municipality may elect to provide a funding match to supplement the allocated funds for PPI/I work.

Disclaimer

This project is included in the District's 2011 Capital Budget and long-range financing plan. For each fiscal year, the District's Commission adopts an annual budget and approves a long-range financing plan. Such approval of the long-range financing plan does not commit the District to any future project or funding. Should the project not be approved in future years' capital budgets, the District's funding and reimbursement obligation will be limited to projects having a completed Funding Agreement with the District for the work.

Any exceptions to the above policy will be on a case by case basis at the discretion of the District's Executive Director.

District Contact for the Private Property Infiltration and Inflow Reduction Project:

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