



Wise Program Applicant Handbook

Facilitated by:

Southwest Florida Water Management

District Fiscal Year 2023



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The Southwest Florida Water Management District (District) does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the District's functions, including access to and participation in the District's programs, services, and activities. Anyone requiring reasonable accommodation, or who would like information as to the existence and location of accessible services, activities, and facilities, as provided for in the Americans with Disabilities Act, should contact Donna Eisenbeis, Sr. Performance Management Professional, at 2379 Broad St., Brooksville, FL 34604-6899; telephone (352) 796-7211 or 1-800-423-1476 (FL only), ext. 4706; or email ADACoordinator@WaterMatters.org. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice). If requested, appropriate auxiliary aids and services will be provided at any public meeting, forum, or event of the District. In the event of a complaint, please follow the grievance procedure located at WaterMatters.org/ADA.

Introduction

The WISE (Water Incentives Supporting Efficiency) Program's purpose is to financially incentivize water conservation projects for non-agricultural water users. This supports the District's mission to ensure the public's water needs are met and the District's strategic goal to enhance efficiencies in all water-use sectors to ensure beneficial use. WISE is a 50% cost share (grant) program with up to \$20,000 of District funds per project.

This handbook provides information to applicants wishing to participate in the WISE Program. This document is subject to change by the District as the program continues to be developed.



Figure 1. Map of the District

Program Guidelines

To be eligible to participate in the WISE Program, the application must meet the following guidelines:

- 1) The property must be located within the District's boundary. (See Figure 1)
- 2) The property must be in compliance with District regulatory requirements.
- 3) Water source being conserved must be one of the following: utility supplied potable water, groundwater, or surface water.
- 4) Application and Maintenance Agreement must be executed by the property owner or authorized representative.
- 5) Individual homeowners are not eligible for funding.
- 6) Operation and maintenance activities are not eligible for funding.
- 7) Project should be completed within 1 year of funding approval.
- 8) Water savings calculations are required. District staff are available to assist for most project types. Savings should be calculated using the following guidance:
 - a. If water use is known for a given device (such as a toilet) and a more water efficient device is proposed with the project, then provide savings estimate based on pre-project vs post-project usage in gallons per day.
 - b. If usage varies day to day, and/ or season to season, then provide the average throughout the year.
 - c. In instances where the property is involved with new construction, calculations should show how the project equipment is more efficient than conventional equipment on the market (water savings would be the difference in use between conventional and high efficiency equipment).

Reimbursement Amount and Percentages

- Up to 50% of total project costs with the District's maximum contribution being \$20,000.
- Some items have a maximum reimbursable amount per unit, see eligible water conservation items list on page 6.
- The District's maximum reimbursement is set at the time of project approval. Any cost increase will be borne by the applicant.
- In instances where the property is involved with new construction and completely new water use, reimbursement amounts will only fund 50% of the incremental cost increase between conventional equipment and the high efficiency project equipment. Bid/quote documentation will be necessary for both a conventional version of the equipment and the high efficiency project equipment.

The WISE program funding, eligible items, and amount of reimbursement may vary year-to-year. Funds will be awarded on a “first come, first serve” basis until funds are depleted. Reimbursement payments will be made to the applicant unless requested otherwise.

Eligible Water Conservation Items (list is not comprehensive)

The District is offering funds for a wide variety of water-savings items. Other items not listed here could be still be eligible for funding pending District approval. In addition to the hardware components, the necessary labor, installation, and design costs are eligible expenses when a third party or contractor is used. Indoor plumbing fixtures have caps on the maximum reimbursable amount per unit. Eligible items are shown below:

Outdoor:

1. Smart irrigation controllers
2. Weather stations
3. Rainwater harvest cisterns/equipment
4. Irrigation conversions (high volume spray to micro or HE rotary nozzle)
5. Soil moisture sensors
6. Irrigation evaluations

Indoor:

Item	Maximum Flow Rate of New Fixture	Maximum District Reimbursement for Labor or Admin (Per Unit)	Maximum District Reimbursement for Hardware (Per Unit)	Maximum Total Eligible Cost (Per Unit)
Toilet (Tank type)	1.28 gpf	\$25	\$50	\$150
Toilet (Valve type)	1.28 gpf	\$137.50	\$112.50	\$500
Urinal	0.5 gpf	\$137.50	\$112.50	\$500
Showerhead	2.0 gpm	\$7.50	\$7.50	\$30

Other:

1. Cooling tower modifications (e.g. pretreatment, filtration)
2. Equipment to allow sequential water reuse
3. Improved control systems (automatic shut-off devices) and flow meters (for systems not required to metered by the District)
4. Pressure regulation
5. Reclaimed water connections
6. Process modifications
7. Utility-led conservation programs
8. Other water conservation practices subject to District approval

Application Process

1. Interested applicants can schedule a pre-application meeting with District staff listed on page 9. Staff can perform a site inspection, and for most project types, help calculate estimated water savings.
2. Submit a complete WISE Cost Share Program Application (provided with this handbook). A complete WISE application consists of:
 - a. Completed project information pages.
 - b. Water savings estimate and documentation of calculations.
 - c. WISE Program and Maintenance Agreement. The District can initiate DocuSign to obtain applicant and District digital signature. DocuSign routing will take place after the District's evaluation of the application. Documentation evidencing signatory's authority may be requested by the District. Instead of a digital signature, the applicant can sign in wet ink, scan, and email a copy to the District.
 - d. Quote(s) from a vendor(s). In order for expenses to be eligible for reimbursement, non-government entities must comply with the following procurement standards applicable to the District. Government entities must comply with all laws and procurement standards applicable to them. Costs refer to total eligible project costs:
 - i. \$10,000 or under - Minimum one (1) documented quotation
 - ii. \$10,001 - \$25,000 - Minimum two (2) competitive written quotations
 - iii. \$25,001 or greater - Minimum three (3) competitive written quotations
 - iv. Substantial written justification that the project implementation is only available from one source can result in only one (1) documented quotation being needed, upon approval by the District's Procurement Services Office.
 - e. For reclaimed water connection projects, the following is also needed:
 - i. Map of proposed connection
 - ii. Statement from reclaimed water supplier regarding flow availability

Application Evaluation

1. District staff will notify applicant that the application was received.
2. District staff will contact the applicant with any questions and will verify the project meets the requirements for funding. District staff will perform a cost-effectiveness calculation based on the project's costs and water savings. The threshold for funding is shown in the table below.

Eligible for Funding	Ineligible for Funding
\$6.00 or less per 1,000 gallons saved	\$6.01 or more per 1,000 gallons saved

3. The District may elect to perform a site visit to better understand the project and water related benefits. For example, District staff (or representative) may need to perform an inspection of 20% of plumbing fixtures to verify flow rates.
4. District staff will email applicant and establish a secure (encrypted) portal where applicant will enter tax ID and register as a vendor.
5. If the applicant has elected to use Docusign for signature, then the District will initiate Docusign routing. This occurs after the application has been evaluated and deemed complete.
6. After fully executed, the District will notify the applicant by email with official funding approval. Once approved, the project may begin. **Items CANNOT be purchased or installed before the application has been processed and approved.**

Reimbursement Process

1. After project is complete and fully paid for, contact District staff.
2. Submit a completed Request for Reimbursement form (page 14 of Handbook), along with invoice, proof of payment, and photos for reimbursable items.
3. The District will verify the item(s) was installed by in-person inspection, review of photos, or other means.
4. The District will issue reimbursement within 30 days of verification.

Program Contacts

Primary:

Josh Madden
Water Resources Bureau
2379 Broad Street
Brooksville, FL 34604-6899
(352) 269-5568
josh.madden@watermatters.org

Alternate:

Cassidy Hampton
Water Resources Bureau
2379 Broad Street
Brooksville, FL 34604-6899
(352) 269-5183
cassidy.hampton@watermatters.org

Application to follow.

WISE Cost Share Program Application
Project Information

Date: _____

County: _____

Applicant (entity's legal name): _____

Contact person: _____

Mailing Address: _____

Phone: _____

Email: _____

Project location (if different from above): _____

Water Use Permit # (if applicable): _____

Estimated project start date: _____

Describe project below:

The following questionnaire helps determine eligibility. For each item below, please select the answer that applies to your project:

Yes	No	Is the project located within the District's boundaries?
Yes	No	Is the property in compliance with the applicable District's regulatory requirements?
Yes	No	Does this project conserve water that is purchased from a water supply utility? If yes, provide the name of the utility:
Yes	No	Does this project conserve reclaimed water (treated effluent)?
Yes	No	Are you applying on behalf of a commercial (corporation)/ governmental/ or HOA type of entity?
Yes	No	If your project is replacing existing equipment, is the existing equipment currently operational and functional?
Yes	No	Does your application include project specific water savings estimates/calculations?
Yes	No	Is the project planned to be completed within 1 year from application?
Yes	No	Has any work started or equipment been purchased prior to submittal?
Yes	No	Is the property undergoing new construction?
Yes	No	If yes, does the application include documentation of the difference in costs and water savings between conventional items and high efficiency project equipment?
Yes	No	Has applicant previously participated in the WISE cost share program?
Yes	No	Has applicant applied for other grants/cost share programs to fund this project? If yes, provide the program name, amount receiving, and items funded: _____
Yes	No	Use of electronic signature will reduce application processing time. Select yes to accept use of electronic signature on the WISE Program and Maintenance Agreement (page 13). Fill out the fillable fields on the bottom left of page 13, and insert the email of the authorized signatory here: _____

Itemized project budget:

# of Items	Eligible Conservation Items	Estimated water savings gallons per day	Estimated Cost
100	High Efficiency Toilets (EXAMPLE)	2,000	\$10,000
100	Toilet install costs (EXAMPLE)	NA	\$5,000
	Total Project Cost		
	50% Estimated Reimbursement, Maximum \$20,000		

Application must include:

1. Project information, questionnaire, itemized project budget and signature page (pages 10 - 12)
2. Copies of vendor quotes (as described on page 7)
3. Water savings calculation documentation (as described on page 4)
4. WISE Program and Maintenance agreement form (page 13)

Submit application to the Primary Program Contact person (page 9), either hard-copy by mail or PDF document by email.

I hereby certify that the information contained herein is true and accurate and that I have legal authority to undertake the activities described herein and to execute this application.

 Print Legal Name of Applicant

By: _____
 Print Name of Authorized Signatory

 Signature Date

 Title

WISE Request for Reimbursement (for use after project is complete)				
Project #:				
Name:				
Address:				
Conservation Item	Unit Cost	Total Cost	% Cost Share	Amount Requested
Certification Statement: I certify that the item(s), as indicated on this form have been implemented on the property described herein.			Total Cost	
			Reimbursement Total (up to \$20,000)	
Participant's signature _____		Date _____		
District's authorized signature _____		Date _____		

Please include the following:

- Invoice(s) and proof of payment.
- Pictures taken at completion of project.