SUMMIT COUNTY
Surface Water
Management District

Process for Receiving and Expending Community Partnership Funds

1. Deposits will be made directly to each community twice a year after the County collects first half and second half property taxes.
2. These funds should be kept in a separate fund so revenue and expenditure can be tracked easily. These funds should not co-mingle with general funds or road funds.
3. Determine what project or activity the community would like to spend their CPF funds on.
4. There is a list of eligible activities provided on the Community Partnership Fund Guidance document. If the desired project or activity is eligible under that list, the community may submit a project application. If there are any questions or if you need clarification, please reach out to SWMD staff.
5. If the desired activity or project is not on the pre-approved list of activities, please reach out to SWMD staff to discuss project eligibility prior to submitting an application.
6. Ensure expenditures are tracked and can be easily reported on annually. Annual reports will be due February 1st for the previous year. Tracking cost spreadsheets and supporting documentation are preferred, a template will be provided.
7. If a community identifies an eligible project that costs more than one or more years of CPF revenue, it is possible to borrow against future CPF revenue. Communities will need to get authorization from the SWMD and enter into a cooperative agreement stating that the twice-yearly community deposits will cease until the total cost of the local project is recouped by the SWMD.
8. If the ditch petition process is used for these locally sponsored projects, the cooperative agreement shall include a commitment to fund ongoing maintenance assessments in some form. If maintenance assessments come out of CPF funds, this should be included in the annual report.