



Updated 08/13/2026

WHCRWA Chloramine Reimbursement Checklist

Provide the following information to GFT for each water plant converted to surface water. It can be emailed to mesilva@gftinc.com for reimbursement for the appropriate water plant. Reimbursement is not made until surface water delivery. Special requests can be evaluated by the Board.

- ☐ Copy of sealed approved plans or record drawings if available; pdf electronic version is preferred.
- ☐ Bid date of construction project(s).
- ☐ Letter from engineer stating construction was completed consistent with the approved plans.
- ☐ Final Pay application for construction costs.
 - Helpful to highlight or otherwise indicate the bid items included in the request for reimbursement if Bid form is complex.
- ☐ Documentation of total engineering costs for project.
- ☐ Proof of acceptance by the Board or letter recommending approval.

The WHCRWA Rate Order Section 5.19 addresses the Reimbursement to a Converted Customer. The Rate Order can be found on the WHCRWA website under the Documents tab. The Rate Order is updated from time to time so referencing the website will ensure you have the latest guidance.

You do not need to calculate the reimbursement amount. The WHCRWA will determine that based on the documents provided. Once that is available it will be shared with you, prior to finalizing, for comment.