



Clean Water State Revolving Fund (CWSRF)
2024 CWSRF Application 1



**Information Request for
Wastewater Infrastructure Projects
DEADLINE FOR SUBMITTAL: 5:00 PM, April 8th, 2024**

This information request is to be completed by loan applicants that are requesting financial assistance for an infrastructure (construction) project.

To properly evaluate and rank infrastructure projects for potential CWSRF funding and possible loan principal forgiveness (PF), the Department of Environmental Protection (DEP) needs specific information submitted on the project. **A separate Project Information Request Form should be completed for each project**, e.g. treatment plant upgrades or collection system upgrades.

The completed form(s) ***must be e-mailed*** to, Maine.CWSRF.Grants@maine.gov, by **5:00 p.m. April 8th, 2024**. If you have any questions regarding the submittal process, please email Maine.CWSRF.Grants@maine.gov or contact Brandy Piers at (207) 287-6093.

Project Name:

Has this project been previously submitted (Year)?

Applicant Name:

Starting on April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a “new, non-proprietary identifier” requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is being called the Unique Entity Identifier (UEI). Please provide the

UEI for the applicant.

The UEI can be found at <https://sam.gov/content/home>

Name and title of contact person for applicant:

Address:

Town:

State:

Zip Code:

Email:

Telephone:

Name of Engineering Firm:

Name and title of engineer contact:

Address:

Town:

State:

Zip Code:

Email:

Telephone:

Readiness to Proceed:

Final Design:

Construction Start:

******Additional points will be given for readiness to proceed with construction.***

2024 CWSRF Application 1

Clean Watershed Needs Survey (CWNS):

Did you submit the CWNS?	Yes	No
Was the project named above listed on the CWNS?	Yes	No

Section 1 – Applicant Financial Information:

(To be **considered for Affordability Principal Forgiveness (PF)**, Applicants **must complete and submit Section 1 and attach the CWSRF Infrastructure User Rate Calculator** as part of the Information Request Form.)

The Department wants to consider the financial impact of borrowing the CWSRF funds for the proposed project on future sewer user rates. To do this, the Department has adopted a standard method for assessing this impact using Equivalent Dwelling Units (EDUs), sometimes referred to as Equivalent Domestic Units by other funding agencies. The attached CWSRF Rate Calculator is a standardized method to accomplish this. The Department recognizes that the Calculator makes certain assumptions and might not capture all the pertinent information to establish future rates.

The percentage of affordability PF offered will be based on both the Affordability Criteria and Analysis presented in *Attachment 1* and the availability of funds. In addition to the Future Sewer User Rate and Median Household Income data collected, the Department will use the public information sites to collect the data that is needed for the criteria of Poverty Rate, Unemployment, and Population Trends.

A. Current - “Total Annual EDU Sewer User Rate” (\$/yr.):

\$ _____ per year. (located on line 17 of the CWSRF Infrastructure User Rate Calculator)

B. Estimated Post Project – “Total Annual EDU Sewer User Rate (\$/yr.): \$ _____

per year.

(located on line 32 of the CWSRF Infrastructure User Rate Calculator)

C. Service Area Median Household Income (MHI): \$ _____

(Include MHI Data from the community. When available, the income data presented to the Department shall be prioritized in this order:

- 1) A State approved system-wide income survey that was finalized within the past five years. Exceptions may be made for surveys outside the five-year window if the project was on a previous IUP.

If the applicant’s MHI data is from an approved system-wide income survey, identify the organization that conducted the survey and the date it was finalized.

Organization:

Date Survey Completed:

- 2) *Census Designated Place (CDP) data, if the sewered area closely approximates the CDP area; then*
- 3) *Town data.*

*CDP and town data shall be from the U.S. Census Bureau – <https://data.census.gov/cedsci/> enter: **dp03: selected economic characteristics “Your Town & State”**, select Product: **2022 ACS – 5 Year Estimates Data Profiles***

2024 CWSRF Application 1

- D. Loan Commitment Date:** For the successful applicant to be guaranteed ANY CWSRF funding and to receive any offer of loan principal forgiveness, the applicant must enter a binding loan commitment (closing date) with the Maine Municipal Bond Bank (MMBB) by September 30, 2025.

Is the applicant prepared to enter a loan commitment with the MMBB by September 30, 2025?

Yes No

- E. Affordability Principal Forgiveness Availability:** Assuming the applicant does not qualify for 100% principal forgiveness or there are insufficient PF funds to cover 100% of the project costs, is the applicant willing to *borrow some or all of the cost of the project?*

Yes No

Section 2 – Climate Adaptation and Fiscal Sustainability Plans:

(Please indicate if you are interested in CAP and/or FSP funding, pending availability.)

- A. Climate Adaptation Plan (CAP):** The Department is offering up to \$25,000 in additional loan PF to borrowers that want to develop a CAP and **have not previously received funding from the Department for a CAP.**

For CAPs developed in accordance with the Department's minimum requirements¹, up to \$25,000 of additional loan in the form of principal forgiveness is available per borrower. See *Attachment 3* for information on CAPs.

Yes No

CAP amount requested (up to \$25,000) is \$

(Note: Re-Instatement of Federal Flood Risk Management Standard for State Revolving Fund Programs, which can be found at <https://www.maine.gov/dep/water/grants/SRF/cwsrf/index.html>)

- B. Fiscal Sustainability Plan (FSP):** *Please note that all wastewater projects receiving CWSRF financial assistance are required to implement a fiscal sustainability plan in accordance with the Department's minimum requirements.*²

The Department is offering up to \$50,000 in additional loan principal forgiveness for the development and implementation of a fiscal sustainability plan or for the improvement or update to an existing plan. This offer requires a 100% match from the borrower, either through expenditures or in-kind services. The match is an eligible CWSRF expense and may be added to the loan amount, if desired. For eligible FSPs, 50% of the costs would be in the form of PF, up to a maximum of \$50,000 per borrower. See *Attachment 4* for information on FSPs. Please indicate the amount for which you are applying.

Yes No

FSP amount requested (up to \$50,000) is \$

¹ CWSRF Requirements and Guidance for a CAP, March 2024

² CWSRF FSP Fact Sheet, March 2024

2024 CWSRF Application 1

Section 3 – Project Specific Financial:

A. Co-funding: If this project is co-funded with another agency (other than CWSRF), list agencies involved and the amount of funding, and indicate the status of other funding commitments—agency has contacted and verbal agreement, funds obligated, loan or grant agreement in place, etc. (Agencies include, although not limited to: MDOT, CDBG, State Grant, RD, EDA, FEMA, DWSRF, etc.)

Agency	Loan (\$)	Grant (\$)	Committed?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
Total of Other Agency Funding	\$			

B. Project Cost: (Note: Total Project Cost does not include the principal forgiveness that may be offered for FSP or CAP development, Sections 2. A. & B. above.)

Total Project Cost Breakdown:		
1.	Construction Cost	\$
2.	Preliminary Expenses	\$
3.	Land & Rights	\$
4.	Legal and Administration (<i>Including cost of bond issuance</i>)	\$
5.	Engineering	
	Administration	\$
	Design	\$
	Inspections	\$
	Other services:	\$
6.	Equipment and Miscellaneous	\$
7.	Contingency (should be 10% of Construction Cost)	\$
8.	Optional – Additional Loan Amount for FSP Match (FSP Borrower Match can be added to project cost if needed. See Sec. 2. B.)	\$
9.	Total Estimated Project Cost (lines 1 thru 8)	\$
10.	Total of Other Agency Funding (from Sec. 3. A)	\$
11.	Total CWSRF Project Funding Requested (line 9 minus line 10)	\$

Section 4 – Project Description:

(For each proposed project, please complete a separate project description form. Please provide sufficient information to describe your project.)

A. Project Name:

B. Project Description (Purpose or need for the project, including existing conditions and the consequences of not proceeding.):

C. Will this project (Based on the definitions in *Attachment 1*):

- | | | |
|--------------------------------------|-----|----|
| a. Protect a drinking water supply: | Yes | No |
| b. Protect a lake: | Yes | No |
| c. Protect a shell fishing resource: | Yes | No |
| d. Improve an impaired water body: | Yes | No |
| e. Address a facility need: | Yes | No |

D. Water Quality Concerns: Are there known or suspected water quality concerns that this project will address? If yes, describe. Yes No

Have you had a documented problem with [Emerging Contaminants](#) and does this project address the issue? If yes, describe and submit documentation. Yes No

E. Wastewater Treatment Facility Outfall or Combined Sewer Overflow Outfall Elimination:
If this project eliminates a wastewater treatment facility outfall or one or more combined sewer overflow outfalls, please state the number of outfalls eliminated and their identity.

F. Public Health Risk: If this project will help alleviate a public health risk, please describe the risk and benefit.

G. Regulatory Requirements: Would this project help meet regulatory requirements such as Court Order, Consent Agreement, Wastewater Discharge License Compliance Event, CSO Long-Term Control Plan, toxicity reduction plan, compliance initiative letter, letter of warning, notice of violation, etc.? If yes, describe. Yes No

2024 CWSRF Application 1

- H. Green Components:** Will this project include “green” components (Please refer to *Attachment 2*)?
Yes No

If yes to the above, describe the Green components and how this will allow the utility to provide the same level of service or better with fewer resources. Please include all the design and construction costs of the Green components.

Green Project funding design and construction costs \$

- I. Chronic SSO’s:** Has the collection system had a history of chronic Sanitary Sewer Overflow’s (SSO) during wet weather events?
Yes No

If Yes, will the proposed project eliminate or reduce the severity of the problem? If elimination cannot be achieved, what will the reduction or impact be?

I certify that I am knowledgeable of the projects included in these forms and have provided information that is accurate, truthful and complete.

Title and Name:

Date:

Signature: