

Florida Department of Environmental Protection
Bureau of Water Facilities Funding

Twin Towers Office Bldg. 2600 Blair Stone Road, MS #3505 Tallahassee, Florida 32399-2400
Telephone: (850) 488-8163 FAX (850) 921-2769

Request for Inclusion on the Priority List for Drinking Water Facilities

Project Number DW _____ (Filled in by DEP)

1. Type of Assistance for which this Request is Submitted:

Pre-construction Loan Construction Loan Pre-construction Grant Construction Grant

2. Eligibility for a Loan: The federal Safe Drinking Water Act Amendments of 1996 authorize funding of community water systems (both privately and publicly owned) non-profit non-community water systems, and non-profit non-transient non-community systems. The 1997 Amendments to 403.8532, Florida Statutes, also authorize funding of these public water systems. Both funding authorizations have specific requirements to be implemented under Chapter 62-552, F.A.C. In order to be considered for a priority listing, the following conditions must be met:

- a. A respondent to this solicitation must qualify under the definition of "project sponsor" contained in Rule 62-552.200(28), F.A.C.;
- b. A project sponsored by a for-profit private owner or investor-owned entity that regularly serves at least 1,500 service connections within the certified or franchised area, any part of which would be served by the proposed project, must be the result of the consolidation of two or more public water systems;
- c. A potential loan must be for a "rate-based public water system" as defined in Rule 62-552.200(30), F.A.C.;
- d. The post-allowance project costs must be at least \$75,000;
- e. A project sponsor must qualify as a financially disadvantaged community under Rule 62-552.200(14), F.A.C., to qualify for a pre-construction grant (note the additional limitation under Item g. below) or a construction grant;
- f. The public water system for which grant funding is sought must meet the definition of a community water system;
- g. A project sponsor must qualify as a small community under Rule 62-552.200(35), F.A.C., to qualify for a pre-construction loan or a pre-construction grant;
- h. Pre-construction loans shall not be available as the non-grant share for pre-construction grants; and
- i. A Request for Inclusion on the Priority List for Drinking Water Facilities must be submitted for a project to be initially listed on the priority list and that form must be updated and resubmitted to justify the reassignment of a previously listed planning portion project to the contingency or fundable portion of the priority list.

3. Applicant Information:

Project Sponsor _____

Mailing Address _____

E-mail Address _____

Request for Inclusion on the Priority List for Drinking Water Facilities

Street Address (if different than mailing Address) _____

(city) (county) (zip code)

Is the project sponsor's public water system a non-profit water system as defined in Rule 62-552.200(20), F.A.C.?

No Yes If "Yes," attach evidence of non-profit Florida corporation status and describe the purpose or function of the corporation. (*Attachment #* _____)

Contact Person _____

Mailing Address _____

Telephone _____ FAX _____

4. Name and Address of Applicant's Consulting Engineer:

Firm _____

Mailing Address _____

Contact Person _____

Telephone _____ FAX _____

5. Project Description (Please Attach):

a. Construction Projects (Post-allowance Project Activities) - A project may include drinking water supply, storage, transmission, treatment, disinfection, distribution, residuals management, and appurtenant facilities. Provide specific information for all proposed facilities. To be eligible for listing on the fundable part of the list, the project components must be specifically identified in a completed water facilities plan. If the planning has been completed for this project, note the document title and date, reference the page numbers on which proposed facilities are described, and the date on which the notice of availability for the environmental information document was published in the Florida Administrative Weekly [see Rule 62-552.700(3), F.A.C.]. There are special priority requirements under Rule 62-552.370(1), F.A.C., that must be met for a financially disadvantaged community grant project to qualify for listing on the fundable portion of the priority list.

b. Pre-construction Projects - A project includes the planning, design, and administrative activities necessary to qualify for funding of a construction project. To be eligible for listing on the priority list, a project sponsor must qualify as a small community and, for a grant, a project sponsor must qualify as a financially disadvantaged community. There are special priority requirements under Rules 62-552.350 and 62-552.360, F.A.C., that must be met to qualify for listing on the fundable portion of the priority list.

Request for Inclusion on the Priority List for Drinking Water Facilities

6. Baseline Priority Category:

Category scores for public health and compliance may be justified by sampling documentation demonstrating that, at some time in the 48-month period immediately preceding the submittal of this form, a problem involving a drinking water quality standard has been detected. The items requiring sampling documentation are indicated with an asterisk (*) below. In addition, category scores may be assigned as a result of the nature of a project. (See Rule 62-552.650, F.A.C., for a more complete description of the prioritization criteria.) Note that the State Health Officer's Certification under Tier II or Tier IV should not be pursued before first discussing the situation with Bureau of Water Facilities Funding personnel. Check the boxes for which documentation is being attached and for which the problem has not been eliminated:

Tier I - Acute Public Health Risk (800 Priority Points)

- * E-Coli or Fecal Coliform MCL Exceedance [See Rule 62-550.310(3)(b), F.A.C.]..... No Yes
- * Nitrate, Nitrite, or Total Nitrogen MCL Exceedance [See Rule 62-550.310(1), F.A.C.]..... No Yes
- * Lead or Copper Action Level Exceedance (See Rule 62-550.800, F.A.C.)..... No Yes
- ⇒ Required Treatment or Disinfection to Comply with Surface Water Treatment Rule..... No Yes
(See Rules 62-550.560 and 62-555.600 through 62-555.630, F.A.C.)

Tier II - Potential Acute Public Health Risk (700 Priority Points)

- * Nitrate, Nitrite, or Total Nitrogen Exceedance of 50% of MCL..... No Yes
[See Rules 62-550.310(1), F.A.C.]
- * Total Coliform MCL Exceedance [See Rule 62-550.310(3)(a), F.A.C.]..... No Yes
- ⇒ Treatment or Disinfection to Enhance Compliance with Surface Water Treatment Rule.. No Yes
[See Rules 62-550.560 and 62-555.600 through 62-555.630, F.A.C.]
- ⇒ State Health Officer's Certification of Acute Public Health Risk for Unregulated..... No Yes
Microbiological Contaminants [See Rule 62-552.650(4)(b)5., F.A.C. and
Page 11 of this Form]
- ⇒ Disinfection Requirements Violations [See Rule 62-555.320(4), F.A.C.]..... No Yes

Tier III - Chronic Public Health Risk (600 Priority Points)

- * Primary Contaminant (Except Nitrate, Nitrite, and Total Nitrogen)..... No Yes
MCL Exceedance (See Tables 1, 2, and 3 of Chapter 62-550, F.A.C.)
- * Trihalomethane MCL Exceedance [See Rule 62-550.310(2)(a), F.A.C.]..... No Yes
- * Radionuclide MCL Exceedance [See Rule 62-550.310(4), F.A.C.]..... No Yes

Tier IV - Potential Chronic Public Health Risk (500 Priority Points)

- * Primary Contaminant (Except Nitrate, Nitrite, and Total Nitrogen) Exceedance..... No Yes
of 50% of MCL (See Tables 1, 2, and 3 of Chapter 62-550, F.A.C.)
- * Trihalomethane Exceedance of 80% of MCL [See Rule 62-550.310(2)(a), F.A.C.]..... No Yes
- ⇒ State Health Officer's Certification of Chronic Public Health Risk for Unregulated..... No Yes
Chemical Contaminants [See Rule 62-552.650(4)(d)3., F.A.C., and
Page 11 of this Form]

Request for Inclusion on the Priority List for Drinking Water Facilities

Tier V - Compliance (300 Priority Points)

- * Secondary Contaminant Standards Violation (See Table 4 of Chapter 62-550, F.A.C.)... No Yes
- ⇒ Minimum Required Number of Wells [See Rule 62-555.315(1), F.A.C.]..... No Yes
- ⇒ Treatment, Storage, Power, and Distribution Requirements..... No Yes
[See Rule 62-555.320, F.A.C.]
- ⇒ Well Set-back and Construction Requirements No Yes
(See Rules 62-555.312 and 62-555.315, F.A.C.)
- ⇒ Cross-connection and Backflow Control Requirements..... No Yes
[See Rule 62-555.360, F.A.C.]

Tier VI - Other Projects (100 Priority Points)

- ⇒ Water Softening Treatment..... No Yes
- ⇒ Computer or Laboratory Facilities..... No Yes
- ⇒ Any Other..... No Yes

7. Financially Disadvantaged Community Grants: Only a financially disadvantaged community can qualify for a pre-construction grant or a construction grant. Any grant must be for the improvement of a community water system. A financially disadvantaged community cannot be a sub-unit of a larger community such as a city, county, district, or utility franchise area unless that larger community also qualifies as a financially disadvantaged community. Information about median household income is required and may not be the same as reported under Item 11 dealing with priority to be assigned for affordability within the project service area. If the project sponsor seeks to obtain a grant, the following questions must be answered:

- a. For a pre-construction or construction grant, provide the following income information:
 - i. The median household income for the entire financially disadvantaged community is \$ _____.
 - ii. Is the median household income reported based on the most recently available decennial census data? No Yes
If "No," attach an explanation as to how the data has been established.
- b. For a construction grant, provide the following information to qualify for a listing on the fundable or contingency portion of the priority list:
 - i. Reference the location in the water facilities plan where the debt service component of the average annual residential drinking water user charge (or the equivalent thereof), in the absence of grant assistance, is documented _____
 - ii. What is the debt service component of the average annual residential drinking water user charge (or the equivalent thereof) for the financially disadvantaged community in the absence of grant assistance?

 - iii. Reference the location in the water facilities plan where it is documented that the benefits of the grant will exclusively accrue to the financially disadvantaged community. _____

Request for Inclusion on the Priority List for Drinking Water Facilities

8. Estimated Project Cost (Grant or Loan Assistance) Based on Water Facilities Plan Data if Available:

<u>Post-allowance Project Activities</u>	<u>Cost (\$1,000's)</u>
a. Construction, demolition and related procurement	\$ _____
b. Contingency (10% of construction and land)	\$ _____
c. Technical services after bid opening	\$ _____
d. Other (explain) - note that the eligible costs of capacity purchase and acquiring land and existing facilities are excluded from Subitem e below in establishing allowances.	\$ _____
e. Sum of Items a. through d. (adjusted post-allowance project costs)	\$ _____
f. Administrative allowance [see Rule 62-552.420(1), F.A.C.]	\$ _____
g. Engineering allowance [see Rule 62-552.420(2), F.A.C.]	\$ _____
h. Sum of Items e. through g.	\$ _____
i. Loan repayment reserve for loan projects only (ordinarily 3% of Item h.)	\$ _____
j. Total post-allowance project cost (sum of Items h. And i.) for loan projects only	\$ _____

<u>Pre-construction Activities</u>	<u>Cost (\$1,000's)</u>
k. Administrative allowance [see Rule 62-552.420(1), F.A.C.]	\$ _____
l. Engineering allowance [see Rule 62-552.420(2), F.A.C.]	\$ _____
m. Planning allowance [see Rule 62-552.420(3), F.A.C.]	\$ _____
n. Total for allowances (sum of Items k. through m.) to be identified on priority list for a pre-construction grant	\$ _____
o. Loan repayment reserve for loan projects only (ordinarily 3% of Item n.)	\$ _____
p. Total pre-construction loan cost (sum of Items n. and o.), excluding capitalized interest	\$ _____

9. Loan Service Fee: A loan service fee is assessed on each loan. (There is no grant service fee to be paid by the grantee.) The fee is not part of the loan. It may be paid at the time of loan agreement execution or it may be paid along with capitalized interest thereon no later than by the time that the second semiannual loan repayment is due. The fee percentage is established each fiscal year in accordance with Rule 62-552.400(1), F.A.C. The authorized fee minimum is 2% and maximum is 4% of Subitem 8.h or 8.n above. Please check with Bureau of Water Facilities Funding personnel to establish the current year's loan service fee percentage and to obtain more information on how the fee may be paid.

The estimated amount of the loan service fee is..... \$_____

10. Estimated Project Costs: Identify project components (comprising Item 8.e above) for which a distinct baseline priority Tier (from Item 6 above) may be assigned (non-construction costs, such as for engineering should be prorated). This information shall be used to establish the project's overall baseline priority score under Rule 62-552.650(2), F.A.C.

Request for Inclusion on the Priority List for Drinking Water Facilities

<u>Facilities Category</u>	<u>Cost (\$1000's)</u>
Tier I - Acute Public Health (800 Priority Points)	\$ _____
Tier II - Potential Acute Public Health (700 Priority Points)	\$ _____
Tier III - Chronic Public Health (600 Priority Points)	\$ _____
Tier IV - Potential Chronic Public Health (500 Priority Points)	\$ _____
Tier V - Compliance with the Safe Drinking Water Act (300 Priority Points)	\$ _____
Tier VI - Other (100 Priority Points)	\$ _____
TOTAL (must match Item 8.e)	\$ _____

11. Affordability Score: The priority points assigned as a result of project affordability depend on the characteristics of the community to be served by the project. Accordingly, provide a sketch or map showing the boundaries of the planning area evaluated by the project sponsor, the service area for the proposed project, the total area throughout which the project sponsor has responsibility for serving the public with drinking water, and the census tracts encompassing the project service area.

a. The median household income for the proposed project service area is \$ _____
 Is the median household income reported based on the most recently available decennial census data? No Yes

If "No," attach an explanation as to how the data has been established.

b. The population of the proposed project service area is _____
 Is the population reported based on the most recently available decennial census data? No Yes

If "No," attach an explanation as to how the data has been established.

c. The number of public water systems serving 500 or fewer persons and that are being consolidated or regionalized by the proposed project is _____

12. Project Priority Score:

a. Baseline Priority Score:

i. Construction Loans: Establish the highest baseline priority score for that part of the project that represents at least 50% of the costs. The baseline priority scores are identified as 800 points for Tier I; 700 points for Tier II; 600 points for Tier III, 500 points for Tier IV; 300 points for Tier V; and 100 points for Tier VI. Item 6 of this form associates the Tier designations with the characteristics of various facility needs comprising the project. Item 10 identifies the costs by Tier designation. Note that costs for facilities with a higher priority Tier designation may be included with those having a lower priority score designation **at the lower priority score designation** for purposes of generating at least 50% of the project costs. (For example when a project includes Tier II facilities representing 20% of the project cost, Tier IV facilities representing 35% of the project cost, and Tier VI facilities representing 45% of the project costs, the highest justified baseline priority score is 500 points since the combination of Tier II and Tier IV costs is necessary to generate at least 50% of the total costs. Alternatively, the project could be subdivided into two or three smaller projects, each with its own characteristic baseline priority score.)

The baseline priority score is _____ points.

Request for Inclusion on the Priority List for Drinking Water Facilities

- ii. Construction Grants: Establish the baseline priority score for each project component qualifying under Tier I through Tier V as having a public health risk or compliance priority regardless of cost.

<u>Component</u>	<u>Baseline Priority Score</u>
_____	_____
_____	_____
_____	_____

- iii. Pre-construction Loans or Pre-construction Grants: Identify a project component that qualifies under Tier I through Tier IV as having a public health risk priority.

Component _____ Baseline Priority Score _____

- b. Establish the affordability score for the entire project service area. The affordability score will be the sum of the median household income (MHI) points plus the population (P) points plus the consolidation number (N) points.

- i. The MHI for the entire project service area from Item 11.a. is \$_____ per year. The MHI fraction is the service area MHI divided by the statewide average. (The 1990 census determined the statewide average to be \$27,483. Use more recent decennial census data if available.) The MHI fraction is rounded to the nearest 0.01.

The MHI score is 200 times the quantity (1.00 minus MHI fraction) or _____ points. Note that the maximum score is 100.0 and scores are to be rounded to the nearest 0.1.

- ii. The population for the project service area from Item 11.b. is _____.

The population score is 50.0 minus the quantity (P divided by 1,000) or _____ points. Note that the minimum population score is zero and scores are rounded to the nearest 0.1.

- iii. The number of very small public water systems, serving 500 or less persons, being eliminated through consolidation or regionalization by the project from Item 11.c. is _____.

The consolidation score is 15 times N for the project or _____ points. Note that the maximum number of consolidation points is 45.

- iv. The sum of the affordability subcategory scores (12.b.i. + 12.b.ii. + 12.b.iii.) is _____ points.

- c. Total Priority Scores:

- i. For construction loans, pre-construction loans, and pre-construction grants, the total priority score is the baseline score (12.a.) plus the affordability score (12.b.iv.) is _____ points.

- ii. For construction grants, identify the total of the baseline score plus the affordability score for each project component (12.a.ii).

<u>Component</u>	<u>Total Priority Score</u>
_____	_____
_____	_____
_____	_____

Request for Inclusion on the Priority List for Drinking Water

Facilities

13. Small Community Designation: The small community set-aside can be used to fund qualifying projects under Rule 62-552.500(1), F.A.C. Does the project sponsor request consideration for funding from the set-aside?..... No Yes

If "YES", provide the following information:

a. Does the project involve consolidation or regionalization?..... No Yes

b. Is the total population 10,000 or less?..... No Yes

• Is the population based on the most recently available decennial census data?..... No Yes

• If "No", is an explanation attached as to how the data have been established?..... No Yes

c. Is the project sponsor a for-profit private owner or an investor-owned entity that regularly serves less than 1,500 connections within the franchise area any part of which would be served by the proposed project?..... No Yes

d. Provide the following information for projects to be completely funded with a loan:

i. Is the project sponsor a county or an agency thereof?..... No Yes

ii. Is the project sponsor a municipality?..... No Yes

If "Yes" and the project is to be funded with a construction loan, provide the following information:

• What percentage of the existing population to be served by the project resides within the project sponsor's corporate limits _____%?

• What percentage of the design year population growth to be served by the project would reside within the project sponsor's corporate limits _____%?

14. Project Schedule:

• Is this information being submitted in support of a request for the Department to **Include** a project on the initial priority list yet to be adopted for the upcoming fiscal year? No Yes

If **Yes**, note that there is a March 31 (of the fiscal year for which the project list is being developed) target date deadline. A complete financial assistance application is to be submitted no later than 45 days prior to the target date.

• Is this information being submitted in support of a request for the Department to **Add** a project to the priority list after its initial adoption? No Yes

(Note that the addition of projects to be funded with a pre-construction loan or a pre-construction grant or a construction grant is subject to the availability of limited set-asides.)

If **Yes**, note that a complete financial assistance application is to be submitted no later than the date listed below corresponding to the three-month period in which notification is given that the project has been added to the list. The corresponding target date deadlines also are listed below **for project list additions**.

Request for Inclusion on the Priority List for Drinking Water Facilities

<u>Notification Period</u>	<u>Application Deadline</u>	<u>Target Date Deadline</u>
January 1 to March 31	May 15	June 30
April 1 to June 30	August 15	September 30
July 1 to September 30	November 15	December 31
October 1 to December 31	February 15	March 31

Provide the actual or anticipated dates for the following activities:

- Completion of the water facilities plan as defined under Rule 62-552.200(37), F.A.C. _____
- Completion of project plans and specifications in conformance with the water facilities plan and Rule 62-552.700, F.A.C. _____
- Obtain the Department’s intent to issue a permit or other authorization (if required) for project construction _____
- Obtain all required project sites _____
- Complete financial assistance application submittal date _____
- Target date (anticipated effective date of financial assistance agreement) _____
- Start construction _____
- Complete construction _____

APPLICATION SUBMITTAL AND TARGET DATE CONSIDERATIONS:

In situations described in Rule 62-552.680, F.A.C., and Rule 62-552.430(3), F.A.C., late submittals of applications will have adverse consequences. ***The certification required, under Item 15 below, from the Authorized Representative as part of this form extends to the project sponsor’s commitment to meet the submittal requirements for the completed financial assistance application and to meet the target date requirements for executing an assistance agreement.***

Note the following activities associated with completing any application:

- a. Adopt governing body resolution, or equivalent, authorizing the application and designating an Authorized Representative.
- b. Submit EPA Compliance Report (relating to service area demographics) to the Department.
- c. Establish project, including disbursement, schedule.

Note the following activities associated with completing a loan application:

- a. Adopt governing body resolution, or equivalent, establishing pledged revenues.
- b. Establish a loan repayment schedule.
- c. Obtain financial information for each source of pledged revenue as follows: Actual revenues and expenditures for the last two fiscal years, and forecast revenues and debt coverage demonstrating the availability of pledged revenues for loan repayment (and explain the basis of the forecast).
- d. Obtain a legal opinion addressing the availability of pledged revenues for loan repayment, the right to increase rates at which revenues can be collected to repay the loan, and the subordination of the pledge if pledged revenues are subject to a prior or parity lien.
- e. Obtain information concerning liens on the pledged revenues which will have prior or parity status. Information is to be provided for each of the last two fiscal years and estimated throughout the loan repayment period. Describe each obligation, the amount, and repayment terms. Provide resolutions or ordinances recognizing the seniority or parity of unissued debt.

Request for Inclusion on the Priority List for Drinking Water Facilities

15. Certification by Project Sponsor's Authorized Representative:

I certify that this form and attachments have been completed by me or at my direction and that the information presented herein is, to the best of my knowledge, accurate. I further certify that all the conditions given in Item 2 of this Request for Inclusion have been met for the proposed project.

(signature)

(date)

(name, typed)

(title)

16. Return completed Forms to the Bureau of Water Facilities Funding, 2600 Blair Stone Road, MS #3505, Tallahassee, Florida 32399-2400. Information may also be sent by FAX at (850) 921-2769.

The remainder of this page intentionally has been left blank.

Request for Inclusion on the Priority List for Drinking Water Facilities

CERTIFICATION THAT THE PROJECT WILL ELIMINATE A PUBLIC HEALTH RISK FOR WHICH THERE ARE NO ESTABLISHED DEP STANDARDS

Check the appropriate description.

Acute Public Health Risk

Chronic Public Health Risk

Please characterize the public health risk by providing the following information:

(a) Specific location of the health risk (attach a sketch or map).

(b) Extent of the hazard (for example, number of affected wells and the number of people affected).

(c) Chemical Abstract (CAS) number(s) for contaminant(s) and concentration(s) identified as well as the date(s) of sampling.

(d) Explanation of how the project will eliminate the health risk.

(e) As the State Public Health Officer, I hereby certify that a public health risk exists and that the information presented herein is accurate.

(signature)

(date)

(name, typed)

(title, typed)

(agency)

(address)

Telephone _____

FAX _____

