

ATTACHMENT 1

MWRA LOCAL WATER SYSTEM ASSISTANCE PROGRAM

**FINANCIAL ASSISTANCE APPLICATION
FOR
LEAD SERVICE LINE REPLACEMENT LOAN PROGRAM PROJECTS**

July 2016

**MASSACHUSETTS WATER RESOURCES AUTHORITY
CHARLESTOWN NAVY YARD, 100 FIRST AVENUE, BOSTON, MA 02129
Attn: Planning – Community Support Program**

MWRA LOCAL WATER SYSTEM ASSISTANCE PROGRAM

**FINANCIAL ASSISTANCE APPLICATION
FOR
LEAD SERVICE LINE REPLACEMENT LOAN PROGRAM PROJECTS
“Lead Loan Program or LLP”
Updated July 2016**

FOR MWRA USE ONLY	
PROJECT NO.:	APPLICANT:
NAME OF PROJECT:	
DATE RECEIVED:	

Section 1 - Financial Assistance Requested

Name of Applicant: _____

Address of Applicant: _____

Name of Authorized Representative: _____

Telephone Number of Representative: _____

Name of Applicant's Consultant Firm and Representative (if applicable):

_____ Telephone No.: _____

The following attached exhibits are hereby made part of this application for financial assistance under the MWRA's Local Water System Assistance Program – Lead Service Line Replacement Loan Program and the undersigned representative of the Applicant certifies that the information presented in this application and its exhibits is true, correct and complete to the best of their knowledge:

(Date) (Signature of Authorized Representative) (Title)

Section 2 – Acknowledge MWRA Recommended Community Lead Service Line Replacement Program

Under the Local Water System Assistance Program application process for both Lead Loan Program Projects and Water Projects, communities need to acknowledge the MWRA recommended components for a “**Community Lead Service Line Replacement Program.**” The MWRA recommended program incorporates at least the following:

1. Communities should clearly establish that it is their goal to fully remove all lead pipe from both publicly-owned and privately-owned water service line connections;
2. Communities should commit to a comprehensive lead service line inventory program to compile a listing of properties with full or partial lead service lines that will be made available to the public via web page or other similar public access vehicle (subject to disclaimer for accuracy based on best available information);
3. Communities should target proactive outreach to customers with lead service lines to provide educational information regarding the risks of lead exposure and information encouraging the customer to participate in the community lead service line replacement program so that the privately-owned portion is replaced concurrent with the publicly-owned portion;
4. Communities should maintain ongoing proactive outreach to customers with known privately-owned lead service lines;
5. Communities should include a unit cost bid item for public and private portion service line replacement in all water pipeline projects so that a mechanism exists for full removal of lead service lines; and,
6. As a secondary measure, communities’ lead service line replacement programs should include replacement of lead gooseneck connections when encountered during infrastructure rehabilitation or construction.

Applicant communities must acknowledge these six recommended components for a **Community Lead Service Line Replacement Program.** This acknowledgement is intended to make sure communities understand that implementing a lead service line replacement program, combined with other water system rehabilitation projects, will help maintain high water quality in the distribution systems and at the customer's tap.

Community Acknowledgement

Signature

Title

Please note below and attach to the application any additional information on the status of the **Community Lead Service Line Replacement Program**.

Additional Information:

Section 3 - Project Description

Describe the proposed lead service line replacement project, including the following as applicable, but not limited to:

- a. Type and Objective of Project, such as inventory, planning, design, construction, or a combination. The applicant must describe how private portions of lead service lines will be removed under the comprehensive program. Estimate the number of lead services to be fully removed or how the project will lead to the future removal of lead services.
- b. Payment and/or Repayment for Work on Private Property. Will lead service replacement work on private property be covered under the MWRA loan funds? If so, will there be any repayment from each property owner to the community or is the community paying for all work on private property? If there is a repayment from each property owner, is the repayment full or partial and how is the repayment determined (a percentage of the cost of work, or an established flat fee, or some other methodology)?
- c. Location of the Project, such as a list of building addresses, street names or a specific section of the community. Please submit lead service inventory list or area maps with the application.
- d. Phased Program. Is the project part of a phased program of lead service line replacements and, if so, what are the other components and potential schedule for the overall program the community is pursuing?

Provide attachments if necessary

Section 4 - Documentation of Project Need

Identify records that document the project's need, including, but not limited to: existing community lead service line inventories, water system records, physical surveys and internal inspections; housing stock age, and other pertinent DPW/Water Department maintenance records. Provide attachments as needed.

Section 5 - Project Schedule

Provide a realistic schedule outlining important milestones in the planning, design, and/or construction phase. If final paving and/or project closeout are anticipated to be delayed due to winter season, please note this in the project schedule. If a schedule is attached to the financial assistance application separate from this section, please note the attachment here. The estimated project start date must be included and must be within six months of the distribution of funds.

Section 6 - Map of Project

As appropriate, the application should be accompanied by a project map denoting the general area of work. If no map or plan is submitted with the application, please explain why a map is not appropriate.

Section 7 - Project Funding

The applicant must list the sources of funding proposed for the project and, if funding through the MWRA Lead Loan Program will not cover 100 percent of the project costs, the applicant must demonstrate that sufficient funds are available to cover the additional project costs from other resources. **Documentation of the availability of other resources may be in the form of a Town Meeting Action, City Council Vote, or other binding action and, if available, should be attached to the application.** Sources of funding for the project include:

<u>Source</u>	<u>Amount</u>	<u>Date Available</u>
a. MWRA Lead Loan Program		N/A
b. Community Cash		
c. General Obligation Bond		
d. Other (Non-MWRA) Grant or Loan		
e. Drinking Water State Revolving Fund		
f. Other (Specify Source)		

TOTAL \$

Section 9 - Interdependent Projects

Explain whether financing has been received or is being requested for this project, or a separate phase of the project, from a Non-MWRA grant, the Drinking Water State Revolving Fund (DWSRF) program, or another grant/loan program.

Specify related and/or interdependent projects or portions of projects. For example, if the applicant is performing the design phase of a project under State grant or DWSRF funding, and MWRA financial assistance is being requested for the construction phase under this application, then the construction phase is dependent on completion of the design phase.

Section 10 – Intermunicipal Projects

If the project will serve two or more municipalities, or one community's project extends into another community, the applicant must explain the circumstances. State whether the municipalities have, or propose to have an intermunicipal agreement or another legally binding document covering financing, construction, and/or operation of the proposed improvements. If not, detail historic cooperative service relationships between the parties.

Section 11 - Project Permits and Certificates

Check the list below or note additional permits or certificates which: (1) have been obtained, (2) will be obtained, or (3) may be required prior to initiation of the project.

	<u>Has been Obtained</u>	<u>Will be Obtained</u>	<u>May be Required</u>
U. S. ARMY CORPS OF ENGINEERS	_____	_____	_____
MA DIVISION OF WATERWAYS Chapter 91 License	_____	_____	_____
LOCAL CONSERVATION COMMISSION	_____	_____	_____
DEP - DIVISION OF AIR QUALITY	_____	_____	_____
DPW HIGHWAY PERMIT	_____	_____	_____
DCR CONSTRUCTION PERMIT	_____	_____	_____
MBTA/CONRAIL LICENSE	_____	_____	_____
DWPC (401) WATER QUALITY CERT.	_____	_____	_____
MEPA - Environment Notification Form (ENF) and/or Environmental Impact Report (EIR)	_____	_____	_____
FLOOD INSURANCE PARTICIPATION	_____	_____	_____
HISTORIC - Mass. Historical Commission	_____	_____	_____
LEGISLATION - Legislation from the Mass. General Court could be required prior to: construction in dedicated conservation land, construction by one community within the municipal boundaries of another, and easements in state owned land.	_____	_____	_____
OTHER _____	_____	_____	_____

Section 12 - Construction Plans, Specifications, and Bidding Documents

For proposed construction projects and equipment/materials purchases, the applicant should outline the status of the plan, specification, and bidding document preparation and the time schedule for completion. If these documents are not required for the project, an explanation should be included in this section.

If available, a copy of the final engineering plans, specifications, and bidding documents for each contract or equipment/material purchase should be submitted with the application.

Section 13 - Engineering Agreement

For proposed planning, design, and/or construction projects, the applicant should outline the status of an engineering agreement and time schedule for its completion (if a Consulting Engineer will be used for any portion of the project). If no engineering agreement is required for the project, an explanation should be included in this section.

If available, a copy of the proposed or executed engineering agreement for each contract should be submitted with the application.

Section 14 - Force Account Work

If the applicant proposes to perform any funding eligible portion of the project (inventory/planning, design, construction services, construction activities, etc.) using its own staff, interns, or temporary employees (force account work), a description of the force account activities must be provided. List the type of force account task, staff titles, affiliated Department, estimated hours to perform task, direct labor rates (or range) for each title, etc. **Please note that charges for overhead, overtime, and/or the use of vehicles or equipment owned by the applicant, and staff time to obtain permits or licenses are ineligible.**

Section 15 - Other Project Information

The applicant is encouraged to provide any other additional information that may enable the Authority to determine that the project is a viable lead service line replacement project and assess the eligible project costs.
