

ATTACHMENT 1

MWRA LOCAL WATER SYSTEM ASSISTANCE PROGRAM

**FINANCIAL ASSISTANCE APPLICATION
FOR
WATER PROJECTS**

(Water Projects may include a Lead Service Line Replacement Component)

July 2017

**MASSACHUSETTS WATER RESOURCES AUTHORITY
CHARLESTOWN NAVY YARD, 100 FIRST AVENUE, BOSTON, MA 02129**

**MWRA LOCAL WATER SYSTEM ASSISTANCE PROGRAM
FINANCIAL ASSISTANCE APPLICATION
Updated July 2017**

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 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)
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Section 2 – Acknowledge MWRA Recommended Community Water System Maintenance and Improvement Programs

The Local Water System Assistance Program requires that participating communities acknowledge the MWRA recommended community water system maintenance and improvement programs as part of the Financial Assistance Application Process. The recommended programs include:

- a. Unidirectional Flushing Program:** MWRA recommends member water communities develop and utilize a Unidirectional Flushing Program. Unidirectional flushing will help to restore and maintain chlorine residual, eliminate taste and odor, dislodge biofilm, reduce bacteria counts, remove colored water and reduce turbidity.
- b. Distribution System Improvement Plan:** MWRA recommends member water communities identify and compile physical information (pipe size, age, material, etc.) on the local distribution system, develop a base map of the distribution system, and prioritize water quality and hydraulic trouble spots for correction (i.e. system improvement plan, master plan, capital improvement plan, etc.).
- c. Water Quality Testing:** MWRA recommends member water communities conform to MA Drinking Water Regulations 310 CMR 22.05 that requires local sampling based on a DEP approved written sample site plan.
- d. Cross Connection Control Program Development:** MWRA recommends member water communities conform to MA Drinking Water Regulations 310 CMR 22.20 that require a legally-enforceable cross connection control program with certified cross connection control inspectors on staff.
- e. Community Lead Service Line Replacement Program:** MWRA recommends community programs 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 five maintenance practices recommended by MWRA in the Financial Assistance Application. This acknowledgement is intended to make sure that communities understand that implementing maintenance programs, combined with 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 provide any additional information on the status of the system maintenance practices, at your discretion.

Additional Information:

Section 3 - Project Description

Describe the proposed project, including the following as applicable, but not limited to:

- a. Type of Project, such as planning, design, construction, installation, or a combination.
- b. Objective of the Project, how does the project address water quality and/or water system improvement through rehabilitation of community distribution/transmission pipelines or other applicable portion of the water system.
- c. Lead Service Line Replacement Component, identify if the water project include a lead service line replacement component which may receive funding from MWRA’s Lead Service Line Replacement Loan Program.
- d. Location of the Project, such as a list of street names or a specific section of the community. Please submit report maps and/or community water maps with the application.
- e. Phased Program. Is the project part of a phased program of water system rehabilitation and, if so, what are the other components of 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:

- a. Water quality testing results;
- b. Customer complaints;
- c. Water System Evaluation Surveys;
- d. Distribution System Studies;
- e. Hydraulic Analyses;
- f. Physical Surveys;
- g. Internal TV Inspection;
- h. DPW Maintenance Records;
- i. Lead Service Line Inventory;

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.

Section 6 - Map of Project

Attach a project map denoting the distribution system and/or general plan of the proposed project site. A printout of the project area on GIS or AutoCAD would be preferable. If no map or plan is submitted with the application, an explanation must be provided.

Section 7 - Project Funding

The applicant must list the sources of funding proposed for the project and, if funding through the MWRA Local Water System Assistance 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 LWSAP Loan		N/A
b. MWRA Lead Service Line Replacement Loan		N/A
c. Community Cash		
d. General Obligation Bond		
e. Non-MWRA Grant		
f. Drinking Water State Revolving Fund		
g. Other (Specify Source)		

TOTAL \$

Section 8 - Summary of Costs

Provide a detailed tabulation of the estimated cost of each project phase (i.e. Planning, Design, Construction, Construction Services, etc.) and major tasks under each project phase. Major tasks to be detailed below may include those listed as eligible project costs in Section 2.7 of the MWRA Local Water System Assistance Program Guidelines, Section 2.7 of the MWRA Lead Service Line Replacement Loan Program Guidelines, or other project tasks that may or may not be eligible for MWRA financial assistance funding. For ease of preparation, a cost spreadsheet may be submitted as an attachment.

Note that if construction paving costs represent more than ten percent (10%) of the project cost, they should be identified as a separate project phase or subtask in the list below.

The total project cost and estimated total eligible project cost should be provided at the bottom of the table.

<u>Project Phases and Subtask</u>	<u>Estimated Total Project Cost</u>	<u>Estimated Eligible Project Cost</u>

TOTAL COST:

Date of Cost Estimate: _____ ENR Index: _____

Source of Cost Estimate: _____

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 must 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 must 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 (planning, design, construction services or construction activities) using its own staff (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 water system rehabilitation project and assess the eligible project costs.
