

APPLICATION FOR FINANCIAL ASSISTANCE

FOR WATER AND WASTEWATER INFRASTRUCTURE CONSTRUCTION

NOTICE TO ALL APPLICANTS

This application is comprehensive, covering all loan and grant assistance applications for water and wastewater infrastructure financing through the various TWDB programs. The format of the application is intended to expedite the review process for both the applicant and TWDB staff. This application is intended for political subdivisions, including Water Supply Corporations.

Each applicant must submit **TWO** double-sided copies of which **ONE** is marked **ORIGINAL**. Also **ONE** indexed, electronic copy, via electronic storage media such as CD or flash drive using MS Word, Excel or Adobe Acrobat. The application must be submitted to:

Texas Water Development Board
Water Supply & Infrastructure
P O Box 13231
1700 N. Congress Avenue, 5th Floor
Austin, Texas 78711-3231
(78701 for courier deliveries)

Only **COMPLETE APPLICATIONS** for projects will be considered for funding. A **COMPLETE APPLICATION** consists of all of the applicable information and forms requested in this document.

IMPORTANT NOTICE

Applicants **MUST** use this form for application to ensure all requested information is included for review.

When preparing this application please review the Application and all Guidance and Forms, listed at the end.

TWDB Use Only

Name of Applicant: _____

Date application received: _____

Date administratively complete: _____

Contents

Contents

Part A. General Information	1
Part B. Financial Information.....	4
Part C. Legal	9
Part D. Engineering Information	14
Part E. Environmental Documentation	18
Part F. Planning and Water Conservation Plan.....	20
Part G. Documentation of “Green” Projects and Project Components	21
Part H. Disadvantaged Business Enterprise Requirements	22
Part I. Summary of attachments to application.....	23
Part J. Guidance and Forms	25

Please label each attachment with the number of the pertinent application section (i.e. "A5")

Part A. General Information

- A1 Legal name of applicant along with physical and mailing addresses.

- A2 Brief description of project. _____
- A3 List service area county(ies). _____
- A4 Population of Applicant's total service area. _____
- A5 Name, title, address, phone, and email address(es) of official representative(s).

- A6 Names and titles of principal officers.

- A7 Name, address, phone, e-mail address and contact person for:
- a) Project Engineer

 - b) Bond Counsel

 - c) Financial Advisor

 - d) Certified Public Accountant (or other appropriate rep)

 - e) Legal Counsel (if other than Bond Counsel)

 - f) Any other consultant representing the Applicant before the Board

 - g) Applicant's **primary contact person** for day-to-day project implementation.

- A8 Current funding request is for which phases? Check all that apply.
 Planning Acquisition Design Construction

Please label each attachment with the number of the pertinent application section (i.e. "A5")

A9 Requesting funding from which programs? Check all that apply.

PROGRAM	AMOUNT REQUESTED
a) Drinking Water State Revolving Fund (DWSRF) <input type="checkbox"/>	\$ _____
b) Clean Water State Revolving Fund (CWSRF) <input type="checkbox"/>	\$ _____
c) Texas Water Development Fund (DFund) <input type="checkbox"/>	\$ _____
d) State Participation <input type="checkbox"/>	\$ _____
e) Rural Water Assistance Fund (RWAF) <input type="checkbox"/>	\$ _____
f) Water Infrastructure Fund (WIF) <input type="checkbox"/>	\$ _____
g) Economically Distressed Areas Program (EDAP) <input type="checkbox"/>	\$ _____
h) If other please explain: _____	\$ _____

A10 Is Applicant requesting funding to refinance existing debt?

Yes No \$ _____

If yes, provide a copy of the document securing the debt to be refinanced.

Item attached Yes No

A11 If additional funds are necessary to complete the project, or you have applied or received a commitment from any other funding agency for this project or any aspect of this project, please provide a listing of those sources.

Funding Source	Type of Funds(Loan/Grant)	Amount (\$)	Date Applied for Funding	Funding Secured Date
Total Funding from All Sources		\$		

Comments: _____

Please label each attachment with the number of the pertinent application section (i.e. "A5")

Only applicants applying for funding from the CWSRF and DWSRF Programs must complete A12 through A15 of this section.

Pursuant to Federal Funding Accountability and Transparency Act (FFATA) the applicant is required to:

1. Obtain a DUNS number that will represent a universal identifier for all federal funding assistance. DUNS numbers can be obtained from Dun and Bradstreet at <http://fedgov.dnb.com/webform/>;
2. Register with System for Award Management (SAM) and maintain current registration at all times during which the Board loan agreement is active or under consideration by the Board. Register at: <https://sam.gov>.

A12 Applicant's Data Universal Number System (DUNS) Number:

DUNS _____

A13 The applicant has registered and will maintain current SAM registration at all times during which a federal subaward is active or under consideration by the Board.

Yes No

A14 Federal Awards information:

1. Did applicant receive over 80% of their revenue from Federal Awards last year?
Yes No
2. Did applicant receive over \$25 million in Federal Awards last year?
Yes No
3. Public does not have access to executive compensation information via SEC or IRS reports?
Yes No

A15 If applicant checked **YES** to **ALL** three boxes in A14 above, applicant is required to disclose the name and compensation of the five most highly compensated officers.

Officer's Name	Officer's Compensation (\$)

Please label each attachment with the number of the pertinent application section (i.e. "Part B5")

Part B. Financial Information

B1 List top ten customers of the water and wastewater system by annual revenue and with corresponding usage and percentage of total use, including whether any are in bankruptcy.

Water

Customer Name	Annual Billings (\$)	Annual Usage (gal)	Percent of Total Water Revenue	Bankruptcy (Y/N)

Comments: _____

Wastewater

Customer Name	Annual Billings (\$)	Annual Usage (gal)	Percent of Total Wastewater Revenue	Bankruptcy (Y/N)

Comments: _____

Please label each attachment with the number of the pertinent application section (i.e. "Part B5")

B2 **Attach** a five-year comparative system operating statement (not condensed) including audited prior years and an unaudited year-to-date statement, with number of customers for each year. Unaudited year-to-date statement must reflect the financial status for a period not exceeding the latest 6 months.

Item attached Yes No

B3 Current average Residential Usage and Rate Information

Service	No. of Connections	Avg. Monthly Usage (gallons)	Avg. Monthly Bill (\$)	Projected Monthly Increase Necessary (\$)
Water				
Wastewater				

B4 Provide the date of the last water and wastewater rate increase and the average amount of increase per customer.

Service	Date of Increase	Avg. Monthly Increase (\$)
Water		
Wastewater		

B5 Describe procedures for collecting monthly customer bills (include procedures for collection of delinquent accounts)

B6 **Attach ONE** copy of an annual audit of financial statements, including the management letter, for the preceding fiscal year, prepared by a certified public accountant or firm of accountants and, if the last annual audit was more than 6 months ago, then, provide interim financial information.

Item attached Yes No

B7 If financial assistance is in the form of a loan, all bonds are book-entry only. The applicant acknowledges that they are aware of, and will abide by, the Depository Trust Company participant requirements.

Yes No

B8 Disclose all issues that may affect the project or the applicant's ability to issue and/or repay debt.

B9 Has the applicant ever defaulted on any debt? Yes No

If yes, disclose all circumstances surrounding prior default(s). _____

Please label each attachment with the number of the pertinent application section (i.e. "Part B5")

B10 **Attach** a listing of total outstanding debt. Segregate by type (General Obligation or Revenue) and present a consolidated schedule for each, showing total annual requirements. Note any authorized but unissued debt.

Item attached Yes No

B11 **Attach** the direct and overlapping tax rate table (regardless of pledge);

Item attached Yes No

B12 Provide the last five-years of data showing total taxable assessed valuation including net ad valorem taxes levied and corresponding tax rate (detailing debt service and general purposes), and tax collection rate. **If applicant does not have taxing authority, provide the assessed values of the county.**

Fiscal Year Ending	Net Taxable Assessed Value (\$)	Tax Rate	General Fund	Interest & Sinking Fund	Tax Levy \$	Percentage Current Collections	Percentage Total Collections
20							
20							
20							
20							
20							

Comments: _____

B13 **Attach** the last five-years of tax assessed values delineated by Classification (Residential, Commercial and Industrial). **If applicant does not have taxing authority, provide the assessed values of the county.**

Items attached Yes No

B14 If the Applicant collects sales tax, provide the sales tax collection history for the past five years (regardless of pledge).

Fiscal Year Ending	Total Collections
20	
20	
20	
20	
20	

Comments: _____

Please label each attachment with the number of the pertinent application section (i.e. "Part B5")

B15 Pro forma:

- a) If system revenues are anticipated to be used to repay the proposed debt, provide a pro forma indicating, for each year debt is outstanding:
 - 1. projected gross revenues;
 - 2. operating and maintenance expenditures;
 - 3. outstanding and proposed debt service requirements; and
 - 4. net revenues available for debt service and coverage of current and proposed debt paid from revenues.

- b) If taxes are anticipated to be used to repay the proposed debt, provide a pro forma indicating, for each year debt is outstanding:
 - 1. the tax rate necessary to repay current and proposed debt paid from taxes; and
 - 2. list the assumed collection rate and tax base used to prepare the schedule.

- c) If a combination of system revenues and taxes are anticipated to be used to repay the proposed debt, provide a pro forma indicating, for each year debt is outstanding:
 - 1. projected gross revenues, operating and maintenance expenditures, net revenues available for debt service;
 - 2. the tax rate necessary to pay the current and proposed debt; and
 - 3. list the assumed collection rate and tax base used to prepare the schedule

Item(s) attached Yes No

B16 If you have taxing authority, provide the current top **ten** taxpayers showing percentage of ownership to total assessed valuation. State if any are in bankruptcy and explain anticipated prospective impacts in comments below. If any of these have changed in the past three years, please provide information on the changes to the top ten.

Taxpayer Name	Assessed Value	Percent of Total	Bankruptcy (Y/N)

Comments: _____

Please label each attachment with the number of the pertinent application section (i.e. "Part C5")

Part C. Legal

C1 Citation to the specific legal authority in the Texas Constitution or statutes pursuant to which the applicant is authorized to provide the service for which the applicant is requesting financial assistance. _____

C2 Citation to legal authority under which debt is proposed to be issued including authority to make proposed pledge of revenues. _____

C3 Full legal name of the security for the proposed debt issue(s). Provide a full explanation of pledge being offered and existing rate covenants as well as relevant additional bonds requirements, reserve fund requirements or other requirements needed to ensure parity with other outstanding creditors.

C4 For proposed revenue bonds, **attach** copies of the most recent resolution/ordinance(s) authorizing any outstanding parity debt. This is essential to insure outstanding bond covenants are consistent with covenants that might be required for TWDB financing.
Item(s) attached Yes No NA

C5 **Attach** the resolution from the governing body requesting Financial Assistance.
TWDB-0201A (<http://www.twdb.texas.gov/financial/instructions/index.aspindex.asp>)
Item attached Yes No

C6 **Attach** the Application Affidavit
TWDB-0201 (<http://www.twdb.texas.gov/financial/instructions/index.aspindex.asp>)
Item attached Yes No

C7 **Attach** the Certificate of Secretary
TWDB-201B (<http://www.twdb.texas.gov/financial/instructions/index.aspindex.asp>)
Item attached Yes No

Please label each attachment with the number of the pertinent application section (i.e. "Part C5")

- C8 **List and attach** copies of all draft and/or executed contracts for consultant services included in the total project costs and if applicable whether those contracts were awarded according to Disadvantaged Business Enterprises (DBE) rules.
For further explanation see Part H – Disadvantaged Business Enterprise Requirements

Consultant	Service Provided	Contract Attached (Y/N)	Awarded Using DBE rules (Y/N)	Contract Execution Date

- C9 If the applicant is a Water Supply Corporation (WSC), **attach** copies of the following:
- a) Articles of Incorporation
 - b) Certificate of Incorporation from the Texas Secretary of State evidencing that the current Articles of Incorporation are on file with the Secretary.
 - c) By-laws and any amendments
 - d) Certificate of Status (i.e. Certificate of Existence) from the Texas Secretary of State
 - e) Certificate of Account Status from the Texas Comptroller of Public Accounts (certifies that the WSC is exempt from the franchise tax and that the WSC is in good standing)

Item a) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Item b) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Item c) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Item d) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Item e) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- C10 If this project will result in: (a) an increase by the applicant in the use of groundwater, (b) drilling a new water well, or (c) an increase by the applicant in use of surface water, then the applicant must demonstrate that it has acquired – by contract, ownership or lease – the necessary property rights, groundwater permits, and/or surface water rights sufficient for the project before funds can be released for construction.

- a) Does the applicant currently own all the property rights, groundwater permits and surface water rights needed for this project?
Yes No NA

If yes, please attach the completed, appropriate form.

- a. WRD 208A (<http://www.twdb.texas.gov/financial/instructions/index.asp>) (Surface Water)
- b. WRD 208B (<http://www.twdb.texas.gov/financial/instructions/index.asp>) (Groundwater)

Item a) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Item b) attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please label each attachment with the number of the pertinent application section (i.e. "Part C5")

b) If all property rights, groundwater permits, and surface water rights, needed for this project have not yet been acquired, identify the rights and/or permits that will need to be acquired and provide the anticipated date by which the applicant expects to have acquired such rights and/or permits.

Type of Permit Water Right	Entity from which the permit or right must be acquired	Acquired by lease or full ownership	Expected acquisition date	Permit / Water Right ID No.

C11 Does the applicant possess a Certificate of Convenience and Necessity (CCN)? If yes, attach a copy of the CCN and a service area map showing the areas to which it is allowed to provide water or wastewater services.

Yes No NA

If yes, is item attached Yes No

If no, what is the status of the CCN? _____

If the area to be served by the project, is within the service area of a municipality or other public utility, has the applicant obtained an affidavit stating that the utility does not object to the construction and operation of the services and facilities in its service area?

Yes No NA

If yes, is item attached Yes No

C12 Has the applicant obtained all necessary land and easements for the project?
Yes No

If yes, the applicant must complete and attach a site certificate.
(ED-101 - <http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No

If no, the applicant is required to describe the land or easements that will need to be acquired and provide the anticipated date by which the applicant expects to have the land or easements and if funding from TWDB is to be used for the acquisition.

Please label each attachment with the number of the pertinent application section (i.e. "Part C5")

Description of Land or Easement Permit	Entity from which the permit or right must be acquired	Acquired by lease or full ownership	Expected acquisition date	To Be Funded by TWDB (Yes/No)

C13 If the applicant is applying for CWSRF or DWSRF, the applicant **must** complete form WRD 213 (<http://www.twdb.texas.gov/financial/instructions/index.asp> - Certification Regarding Lobbying)

Item attached Yes No NA

C14 Does the applicant currently contract for water or sewer services with another provider?
Yes No

Is the project intended to allow the applicant to provide or receive services to another entity?
Yes No

If yes, the applicant must provide, at minimum, the proposed agreement, contract, or other documentation establishing the service relationship, with the final and binding agreements provided prior to loan closing.

Item attached Yes No

C15 Has the applicant been the subject of any enforcement action by the Texas Commission on Environmental Quality, the Environmental Protection Agency, or any other entity within the past three years?

Yes No

If yes, **attach** a brief description of every enforcement action within the past three years and action(s) to address requirements.

Item attached Yes No

All Economically Distressed Programs (EDAP) applicants must complete C16 through C18.

In accordance with TWDB Rules (31 TAC §363), an application for EDAP will **not** be considered until the County has adopted and is enforcing the Model Subdivision Rules (MSRs) Tex. Water Code 16.343. If the proposed project is within a municipality or its extraterritorial jurisdiction (ETJ), or if the applicant is a municipality, the municipality must also have adopted and be enforcing MSRs.

C16. If financing is for a wastewater project, a copy of the resolution/ordinance establishing a mandatory hookup policy is required.

Item attached Yes No

If no, please explain: _____

Please label each attachment with the number of the pertinent application section (i.e. "Part C5")

C17. Texas Water Code §16.356 states "A political subdivision that receives financial assistance from the economically distressed areas program under Subchapter K, Chapter 17, may not use any revenue received from fees collected from a water supply or sewer service constructed in whole or in part from funds from the economically distressed areas program account for purposes other than utility purposes. The applicant acknowledges that they are aware of and will abide by the statute.

Yes No

C18. Unless the applicant is a water supply corporation, the applicant must attach a copy of the Texas Commission on Environmental Quality order granting the applicant a designation as an authorized agent for regulation of on-site septic sewage disposal systems or provide documentation that the applicant is seeking such authority under Tex. Health & Safety Code ch. 366, subch. C.

Item attached Yes No N/A

Please label each attachment with the number of the pertinent application section (i.e. "Part D5")

Part D. Engineering Information

Applications for Planning, Acquisition, and Design funding (PAD) or Pre-Design Funding (PDF) require the submittal of a preliminary engineering feasibility data. During the Planning phase, a complete Engineering Feasibility Report (EFR) that complies with TWDB-0555 or TWDB-0556 will be required.

- D1 A complete preliminary engineering feasibility data must include:
- a) A description and purpose of the project, including existing facilities.
 - Note: CWSRF and DWSRF must address issues scored in Intended Use Plan submittal
 - b) A map of the service area and drawings as necessary to locate and describe the project.
 - c) A project schedule including proposed timing of funding needs for phases of the project. Schedule should include:
 - Estimated loan closing date
 - Estimated date to complete planning (environmental & engineering)
 - Estimated number of proposed Construction Contracts.
 - Estimated Construction start date for first contract.
 - Estimated Construction end date for last contract.
 - DWSRF applicants must complete a Projected Draw Schedule (TWDB-1202 – <http://www.twdb.texas.gov/financial/instructions/index.asp>)
 - d) A copy of current and future populations and projected water use or wastewater flows.
 - Include entities to be served
 - e) A description of alternatives the applicant has considered (or to be considered during detailed planning) and reasons for the selection of the project proposed.
 - f) **If project is not PAD or PDF, attach** an Engineering Feasibility Report that complies with the requirements of:

- **Water:** TWDB-0555
(<http://www.twdb.texas.gov/financial/instructions/index.asp>)
Item attached Yes No NA

- **Wastewater:** TWDB-0556
(<http://www.twdb.texas.gov/financial/instructions/index.asp>)
Item attached Yes No NA

- **EDAP** – See D15

- D2 Provide the most current itemized project cost estimate (include all costs and funding sources). Utilize the budget format provided. If applying for pre-construction costs only (ie, P, A, D), then itemize only the relevant portions in the attached budget template

Budget format TWDB-1201
(<http://www.twdb.texas.gov/financial/instructions/index.asp>)
Item attached Yes No

Please label each attachment with the number of the pertinent application section (i.e. "Part D5")

D3 **All Wastewater applicants** must attach a completed Wastewater Project Information Form WRD-253a (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No NA

D4 **All Water applicants must attach** a completed Water Project Information Form WRD-253d (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No NA

D5 Has the applicant prepared Plans and Specifications for the proposed project?

Prepared P&S Yes No
If yes, percent complete? _____%

Do not send copies of the P&S. TWDB staff may request copies at a later date.

D6 For wastewater projects that involve the construction of a new plant or the expansion of an existing plant and/or associated facilities, attach evidence that an application for a new Texas Pollution Discharge Elimination System Permit or amendment to an existing permit related to the proposed project has been filed with the Texas Commission on Environmental Quality (TCEQ). Final permit authorization must be obtained from the TCEQ before funds can be released for construction activities.

Item attached Yes No NA

Comments:

D7 If applying for CWSRF Equivalency or DWSRF, **attach** the Preaward Compliance Review Report. EPA-4700-4 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No NA

D8 If applying for CWSRF Equivalency or DWSRF, **attach** the Certification Regarding Debarment, Suspension and Other Responsibility. SRF-404 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No NA

D9 If applying for CWSRF Equivalency or DWSRF, **attach** the Assurances - Construction Programs. EPA-424D (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No NA

D10 If applying for assistance from either the Clean Water or Drinking Water State Revolving fund, the Applicant must comply with the Davis-Bacon Act regarding prevailing wage rates. The applicant acknowledges that they are aware of, and will abide by, the Davis-Bacon Act requirements.

Yes No

Please label each attachment with the number of the pertinent application section (i.e. "Part D5")

Further information on the Davis-Bacon requirement is available through the TWDB Guidance document, DB-0156 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

D11 If the application is for a CWSRF project, the applicant must be a Designated Management Agency (DMA) for wastewater collection and treatment. Please complete and attach DMA resolutions. WRD-210 (<http://www.twdb.texas.gov/financial/instructions/index.asp>) is an example of this type of resolution.

Item attached Yes No NA

D12 List any major permits not identified elsewhere (C10 or E2) that are necessary for completion of project. Also, list any more necessary minor permits that may involve particular difficulty due to the nature of the proposed project.

Permit	Issuing Entity	Permit Acquired (Y/N)

Additional requirements for EDAP applicants

D13 Preliminary EDAP Eligibility (31 TAC §363)

Required documentation:

a) Documented data for the project area is required.

- Documentation of inadequacy of water and/or wastewater services. (31 TAC §363)
Item attached Yes No

- Documentation regarding the financial resources of the residential users in the EDAP area. Census data or documentation regarding median household income should be provided. (31 TAC §363)
Item attached Yes No

- Documentation demonstrating existence of a residence in the project area prior to **June 1, 2005**. This could include tax records of residence, dated aerial maps, or, other documentation demonstrating existence of a residence. (31 TAC §363)
Item attached Yes No

Please label each attachment with the number of the pertinent application section (i.e. "Part D5")

- D14 Is the applicant requesting more than 50% grant funding for any component of planning, acquisition, design or construction? Yes No

If yes, has the Department of State Health Services issued a determination stating a public health nuisance exists in the project area?

Yes No

If no determination exists, provide documentation demonstrating a public health nuisance exists in the project area.

Item attached Yes No

*(Photographs may be submitted, but they **must** be labeled with location and date when taken. If the soil types are mentioned in the project area as an issue, include soil profile maps)*

- D15 Is this project providing new service? Yes No

If yes, plats of the affected subdivisions must be attached.

Items attached Yes No

- D16 **EDAP applicants must attach** an EDAP Facility Engineering Plan/Scope of Services report that complies with the requirements of WRD-023A.

<http://www.twdb.texas.gov/financial/instructions/index.asp>

Item attached Yes No NA

Please label each attachment with the number of the pertinent application section (i.e. "Part E5")

Part E. Environmental Documentation

An applicant seeking commitment for a project under the Pre-design funding option must provide a discussion of any known permitting, social, or environmental issues that may affect the evaluation of project alternatives or implementation of the proposed project. Environmental review of the project may be expedited if valid environmental determinations from another state or federal agency are available or if work has already been completed by the applicant.

E1 Attach a discussion of any known permitting, social, or environmental issues that may affect the evaluation of project alternatives or implementation of the proposed project; e.g. these could include rate increases, potential impacts to known cultural resources, potential impacts to waters of the U.S. or to protected species, etc.

Item attached Yes No

E2 Any Environmental Permits, Registrations, Licenses, Authorizations necessary for the project and the status of each. E.g.:

- Endangered species act, Section 10A take permit,
- Clean Water Act Section 404-individual permit or Rivers and Harbors Section 10 permit

Permit	Issuing Entity	Permit Acquired (Y/N)

Comments_____

E3 Is the project potentially eligible for a Categorical Exclusion (CE) because it involves only minor rehabilitation or the functional replacement of existing equipment?

Yes No

If yes, attach documentation showing that the project may be eligible for a CE.

Item attached Yes No

For further explanation see Section J – Guidance

Please label each attachment with the number of the pertinent application section (i.e. "Part E5")

E4 If the project is not eligible for a CE, has the applicant prepared an Environmental Assessment (EA) or Environmental information Document (EID) in accordance with 31 TAC 363, 31 TAC 371 or 31 TAC 375, of the TWDB's rules and TWDB Instructions? Or has an Environmental Impact Statement (EIS) been prepared by the applicant in coordination with an authorized state or federal agency for this project?

Yes No

Do not send copies of the EA, EIS, or EID. TWDB staff may request copies at a later date.

For further explanation see Section J – Guidance

E5 Has a CE, a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or any other environmental determination been issued for this project by the TWDB or another authorized state or federal agency within the last **five** years?

Yes No

If yes, **attach** a complete copy of the CE, FONSI, ROD, or other environmental determination and all supporting documents (i.e. EID or EA, with all agency consultation correspondence).

Item(s) attached Yes No

Please label each attachment with the number of the pertinent application section (i.e. "Part F5")

Part F. Planning and Water Conservation Plan

F1 If the assistance requested is more than \$500,000 a Water Conservation Plan (WCP) is required. The WCP cannot be more than **five** years old and must have been adopted by the applicant. Has the applicant adopted a Board-approved WCP ?
Yes No NA (Request is less than \$500,000)

If yes, date of applicant's WCP Adoption: _____

If no, attach a copy of a draft Water Conservation Plan and Drought Contingency Plan prepared in accordance with TWDB Guidance.

TWDB-1968 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

and Utility Profile TWDB-1965

(<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Items attached Yes No

F2 Does the applicant provide retail water services?
Yes No

If yes, complete item F3 and F4.

F3 Has the applicant submitted to the TWDB the annual water use survey of groundwater and surface water for the last **three** years?
Yes No

If No, please download survey forms and attach a copy of the completed water use surveys to the application. (<http://www.twdb.texas.gov/waterplanning/waterusesurvey/survey/printable.asp>)

Item attached Yes No

F4 If the applicant is a retail public utility that provides potable water, has the applicant submitted a most recently required water loss audit to the TWDB?
Yes No

If No, and if applying for a water supply project, please complete the online TWDB Water Audit worksheet found at <http://www.twdb.texas.gov/conservation/municipal/waterloss/> and **attach** a copy to the application.

Item attached Yes No NA

Note:

- If the applicant will utilize the project financed by the TWDB to furnish services to another entity that in turn will furnish services to the ultimate consumer, the requirements for the WCP may be met through contractual agreements between the applicant and the other entity providing for establishment of a water conservation plan. The provision requiring a WCP shall be included in the contract at the earliest of the original execution, renewal or substantial amendment of that contract, or by other appropriate measures.
- An approvable plan must be submitted before a commitment for funding can be received, but an approved plan must be adopted by the applicant before any funds can be released.
- In order to be eligible for funding, a proposed water project has to be consistent with the Regional and State Water Plans.

Please label each attachment with the number of the pertinent application section (i.e. "Part G5")

Part G. Documentation of "Green" Projects and Project Components
CWSRF and DWSRF Applicants Only

All Drinking Water and Clean Water applicants must complete this section if green benefits are all, or a substantial part, of the project (more than an incidental benefit). Project means the entire project or a component of the project. This section is required so that the TWDB can determine whether the project qualifies as "green" as pursuant to Environmental Protection Agency (EPA) Guidance.

A project (or project component) is "green" if the primary purpose qualifies under EPA rules as one of the following:

- a. Green Infrastructure,
- b. Water Efficiency-related,
- c. Energy Efficiency-related, or
- d. Environmentally Innovative.

You must use the Green Project Reserve guidance to complete this section. Current guidance can be found at: **Green Project Reserve: Guidance for determining project eligibility**
TWDB-0161 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

G1 Does your project or a component of your project qualify as Green, per EPA guidance?
Yes No

If Yes, Please complete the remainder of Section G.

G2. Type of Green Project
 Water Efficiency Energy Efficiency Green Infrastructure Environmentally Innovative

G3 The correct worksheets must be completed.
Green Project Reserve: CWSRF Green Project Worksheets
TWDB-0162 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Green Project Reserve: DWSRF Green Project Worksheets
TWDB-0163 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

TWDB will make the final determination whether your project (or project component) meets federal criteria as "green". You may be required to submit a **business case, utilizing the Green guidance**

Correct worksheets attached Yes No NA

Please label each attachment with the number of the pertinent application section (i.e. "Part H5")

Part H. Disadvantaged Business Enterprise Requirements
CWSRF and DWSRF Applicants Only

All Drinking Water and Clean Water Equivalency applicants must complete this section.

All project costs funded by the TWDB through DWSRF or CWSRF Equivalency must comply with the federal, Disadvantaged Business Enterprise (DBE) program rules and requirements. The federal DBE program requires a good faith effort to contract with DBE's for all procurements including: professional and non-professional consulting services, equipment, supplies and construction to be funded by federal equivalency dollars. Guidance and forms are found at TWDB-0210 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

- H 1 **At a minimum, you must complete and attach** the Applicant Affirmative Steps Certification and Goals. This form is required to obtain a financial assistance commitment. TWDB-0215 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No

- H 2 If you have already solicited contractors, complete and attach the Affirmative Steps Solicitation Report. TWDB-216 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No NA

- H 3 All Contractors that have been awarded will need to complete and attach the Prime Contractor Affirmative Steps Certification and Goals. This form must be submitted for review prior to loan closing and release of funds. TWDB-217 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No NA

- H 4 If you have awarded contracts to contractors, complete and attach the Loan/Grant Participation Summary. This form must be submitted for review prior to loan closing and release of funds. TWDB-0373 (<http://www.twdb.texas.gov/financial/instructions/index.asp>)

Item attached Yes No NA

Part I. Summary of attachments to application

Following is a list of the documents that may be necessary in order to process this application. While not all of the listed information below may be required for all projects, an applicant should review the application carefully because incomplete applications will not be processed until all of this information has been provided. In addition, please make sure your entity system name appears on every attachment. **Label each attachment with the number of the pertinent application section (i.e. "Part B5").**

Check list for your convenience

Part A

No. A10

General Information

Existing security document for refinancing

Part B

No. B2

Five year comparative system operating statement.

No. B6

Annual audit and management letter

No. B10

Outstanding debt schedule

No. B11

Direct and Overlapping Tax Table

No. B13

Assessed Values by Classifications

No. B15

Pro forma for each year of debt outstanding

Part C

No. C4

Resolution/ordinance authorizing the issuance of parity debt.

No. C5

Resolution (TWDB-0201A)

No. C6

Application Affidavit (TWDB-0201)

No. C7

Certificate of Secretary (TWDB-201B)

No. C8

Draft or executed consulting contracts (engineering, financial advisor, bond counsel)

No. C9

a. Articles of Incorporation

b. Certificate of incorporation from the Texas Secretary of State

c. By-laws and any amendments

d. Certificate of status from the Texas Secretary of State

e. Certificate of account status from Texas Comptroller

No. C10

If applicant has property rights and permits

a. WRD-208A (Surface Water)

b. WRD-208B (Groundwater)

No. C11

Certificate of Convenience & Necessity

No. C12

Site certificate, evidencing land ownership for the project. (ED-101)

No. C13

Lobbying Activities (WRD-213)

No. C14

Service provider contractors

No. C15

Enforcement Actions

No. C16

Resolution/ordinance establishing a mandatory hookup policy.

No. C18

Texas Commission on Environmental Quality Order

Part D

- No. D1 Preliminary Engineering Feasibility Report (PEFR)
 No. D1c Project Draw Schedule (TWDB-1202)
 No. D1f Engineering Feasibility Report
 Water (TWDB-0555)
 Wastewater (TWDB-0556)
 No. D2 Project Cost Estimate Budget (TWDB-1201)
 No. D3 Wastewater Project Information Form (WRD-253a)
 No. D4 Water Project Information Form (WRD-253d)
 No. D7 Preaward Compliance Review Report (EPA-4700-4)
 No. D6 Texas Pollution Discharge Elimination System Permit
 No. D8 Certification Regarding Debarment, Suspension and Other Responsibility Requirements. (SRF-404)
 No. D9 Assurances – Construction Programs (EPA-424D)
 No. D11 Designated Management Agency (WRD-210)
 No. D12 Additional Permits
 No. D13 EDAP applicants
 a. Inadequacy documentation
 b. Financial resources documentation
 d. Existence of residences prior to 06/01/2005
 No. D14 Public health nuisance
 No. D15 Plats
 No. D16 EDAP Planning Phase – Facility Engineering Plan/Scope of Services (WRD-023A)

Part E

- No. E1 Social or environmental issues
 No. E2 Additional Environmental Permits, Registrations, Licenses and Authorizations
 No. E3 Categorical Exclusion
 No. E5 Categorical Exclusion (CE), Finding of No Significant Impact (FONSI), Record of Decision or any other supporting document

Part F

- No. F1 Two copies of the Water Conservation Plan (TWDB-1968 and TWDB-1965)
 No. F3 Water use surveys
<http://www.twdb.texas.gov/waterplanning/waterusesurvey/survey/printable.asp>
 No. F4 Water Loss Audit
<http://www.twdb.texas.gov/conservation/municipal/waterloss/>

Part G

- No. G3 **Green Projects**
Guidance (TWDB-0161)
CWSRF Green Project Worksheets (TWDB-0162)
DWSRF Green Project Worksheets (TWDB-0163)

Part H

- No. H1 **Disadvantaged Business Requirements**
Guidance (TWDB-0210)
 No. H1 Affirmative Steps Certification and Goals (TWDB-0215)
 No. H2 Affirmative Steps Solicitation Report (TWDB-216)
 No. H3 Prime Contractor Affirmative Steps Certification and Goals (TWDB-217)
 No. H4 Loan/ Grant Participation Summary (TWDB-0373)

Part J. Guidance and Forms

Part A. General Information

CWSRF – 31 TAC 375

DWSRF – 31 TAC 371

EDAP and WIF - 31 TAC 363

<http://www.twdb.state.tx.us/about/rules/index.asp>

Part E. Environmental

State Programs - 31 TAC 363

Drinking Water State Revolving Fund - 31 TAC 371

Clean Water State Revolving Fund / Non-Equivalency - 31 TAC 375

Clean Water State Revolving Fund / Non-Equivalency - 31 TAC 375

<http://www.twdb.texas.gov/about/rules/>

Guidelines for Environmental Assessment, Clean Water Non-Equivalency (ED-001A)

Clean Water EID Instructions (SRF-099)

Guidelines for Environmental Assessment, St. Participation, DFund, RWAF and WIF,
(ED-001B)

Guidelines for Environmental Assessment, EDAP (ED-001C)

Drinking Water EID Instructions (DW-001)

Part G Green Projects and Project Components

Green Project Reserve: Guidance for determining project eligibility
(TWDB-0161)