

Texas Water Development Board



P.O. Box 13231, Austin, Texas 78711-3231



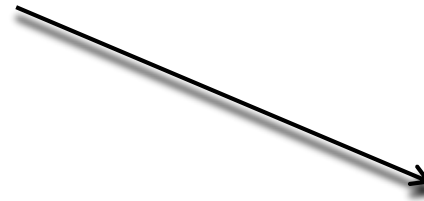
Clean Water State Revolving Fund Application Process

Application for Financial Assistance for Water and Wastewater Infrastructure Construction

- [Part A](#) General Information
- [Part B](#) Financial Information
- [Part C](#) Legal
- [Part D](#) Engineering
- [Part E](#) Environmental
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This application is a living breathing document that is ever evolving. Please be certain to use the most recent application. The date listed in the right hand corner on the right of each page will notify you when it was last updated. Also, please make certain to label attachments.



TWDB-0148
Prepared 2-27-13

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

To retrieve the most recent application go to this site:

[TWDB-0148](#)

All forms and documents used in this application can be found in the

[Finance & Construction Assistance Guidance and Forms Library](#)

Once at this site you will type the name of the document in the search field and hit enter.



Part A – General Information

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

Be certain to include both addresses:

City of Anywhere, Texas

PO Box 1234

Anywhere, Texas 12345-1234

and

City of Anywhere, Texas

123 Main Street

Anywhere, Texas 12345



A2 Brief description of project:

This description must include:

What is the need for the project, what is the work to be done under the project and how will this project address the need? This should be 1-2 paragraphs max.

A3 List service area county(ies).

This includes all areas where the water/ wastewater project will occur. In some instances this may include multiple counties.

Single county: Travis

Multiple counties: Bowie, Crockett, Bonham, De Zavala

A4 Population of Applicant's total service area.

This information can be found from the most recent Census report.

Click [here](#) to retrieve information for A4



Part A – Continued

A5 Name, title, address, phone, and email address(es) of official representative(s).

This person is the official representative for the entity:

City of Anywhere, Texas

Mayor Susanna Dickenson

PO Box 1234

Anywhere, Texas 12345-1234

mayor@cityofanywhere.tx.gov



Email addresses ensure faster communication between TWDB and applicant.

A6 Names and titles of principal officers.

Principal officers may include council members, board members, or possibly the Director of the Utility or the Director of Finance to name a few.

David Crockett, Council Member

William Travis, Council Member

Mirabeau Lamar, Council Member

James Bonham, Council Member



Part A – Continued

A7 Name, address, phone, e-mail address and contact person for:

Mary Smith, P.E.
ABC Engineers
567 Avenue A
Somewhere, TX 78123
123/456-7890
mary.smith@abcengineers.com



Using the example above please complete each tab accordingly where it applies and type NA in those that do not apply. Email addresses ensure faster communication between TWDB, the applicant and consultants.

- a) Project Engineer is the consulting engineer for the project.
- b) Bond Counsel (BC) gives a legal opinion with respect to the validity of any bonds to be issued.
- c) Financial Advisor, (FA) provides financial information to determine the applicant's repayment capacity.
- d) Certified Public Accountant answers audit questions .
- e) Legal Counsel assists with other issues that the BC does not handle.
- f) Additional consultants, in rare instances an applicant may have more than one BC, FA or Primary contact person.
- g) Primary contact person is who TWDB staff will contact for the day-to-day implementation questions.



Part A – Continued

Select the type(s) of funding being requested and enter the amount being requested.

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

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 checked="" type="checkbox"/>	\$ <u>2,550,000</u>
c)	



Additional funding could come from another agency, such as Texas Dept. of Agriculture - CDBG, or the applicant themselves could be partially funding the project.

A11

Funding Source	Type of Funds (Loan/Grant)	Amount (\$)	Date Applied for Funding	Funding Secured Date
TX Dept. of Agriculture - CDBG	Grant	500,000	10-24-12	2-25-13
City of Anywhere	Local	500,000	10-24-12	2-25-13
Total Funding from All Sources		1,000,000		



Part A – Continued

The links made available will direct you in getting necessary information. Questions **A12-15** will correlate with the DUNS information. Should you need further assistance with the section contact David Carter at 512/936-6079 or at david.carter@twdb.texas.gov

Only applicants applying for funding from the CWSRF and DWSRF Programs must complete the DUNS and SAM information requested in this section.

This information is a process and may take several weeks to obtain. Please allow ample time to obtain prior to application submittal.

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>



Part B – Financial Information

Most common request for information from applicants for this section are:

B2 Five year comparative system operating statement

B15 Pro forma



B19 Community information

The applicant's FA will assist with this section.



Part B – Continued

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)

Wastewater

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

This information can be found in the applicant's business records.



Part B – Continued

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: _____

This information can be obtained from the applicant's business records.



Part B – Continued

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)
<div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; width: fit-content; margin: auto;"> This information can be obtained from the applicant's tax records provided by the tax assessor office and any other pertinent business records. </div>			

Comments: _____

B17 Provide the maximum tax rate permitted by law per \$100 of property value _____

B18 Provide any current bond ratings with date received.

	Standard & Poor's	Moody's	Fitch
G. O.			
Revenue			

The applicant's Financial Advisor is able to assist with bond ratings.



Part D – Continued

- 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](#)
- 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.



D1 f

Alternative description should contain:

- Any other options that may be available to the applicant.

Once the application has been deemed administratively complete the TWDB engineer will review alternatives with applicant.



Part F– Continued

If the answer to question F2 is no, then continue on to Part G.
If the answer to F2 is yes continue with questions F3 and F4.
Please be sure to label appropriately and attach to application.

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>

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.

- The proposed water project **must** be consistent with Regional and State Water Plans.



