

## Small Community Planning Grant Application

Applicant:  Address:  Phone Number:	Service Area Population:  DUNS Number:  Applicant must submit documentation that they have an active registration on the Federal System for Award Management (SAM) database. ( <a href="https://www.sam.gov">https://www.sam.gov</a> )
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Description:

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The Applicant Certifies That:

I declare and affirm under the penalties of perjury that this application has been examined by me and, to the best of my knowledge and belief, is in all things true and correct.

Name & Title of Authorized Signatory (Typed)	Signature	Date
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## Professional Consultants

**Application Prepared By:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**Consulting Engineering Firm:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

## Engineer Certification of Services

It is expected that studies funded through the Small Community Planning Grant will meet minimum requirements. A comprehensive study of the water or wastewater system must be conducted and a detailed report of the findings prepared. The report should provide the level of detail expected for a State Revolving Fund (SRF) facilities plan or a USDA Rural Development Preliminary Engineering Report (PER).

The following is a summary of items that must be addressed based on project type. Please review the applicable sections and sign the form. The signed form should be included with the scope of services provided to the project sponsor. A date of completion for the final report must also be provided on the form.

### All studies shall contain the following:

1. A narrative description of environmental considerations and map(s) showing environmentally sensitive areas such as wetlands, floodplains, agriculture lands, water supply, historic properties, population projections, permits, etc.
2. Discussion of the direct and indirect impacts that will result from the project.
3. Recommendations for improvements, unit cost breakdowns and present worth evaluations of each feasible alternative.
4. Financial considerations for the applicant: breakdown of monthly user rates to include debt service on the proposed project, operation and maintenance, existing debt service, and capital replacement reserve fund.

## **Wastewater Collection or Treatment and Storm Sewer Study Additional Requirement**

As part of the Water Resources Reform and Development Act of 2014, State Revolving Fund programs must require all assistance recipients meeting the definition of municipality or intermunicipal, interstate, or state agency to conduct a cost and effectiveness analysis. The statute requires that a cost and effectiveness analysis involve, at a minimum:

The study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity for which assistance is sought under this title; and

The selection, to the maximum extent practicable, of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account the cost of constructing the project or activity, the cost of operating and maintaining the project or activity over the life of the project or activity, and the cost of replacing the project or activity.

### **Wastewater Collection Study**

1. A narrative description of the system to include age, present condition, infiltration/inflow (I/I), type of pipe, map(s) of the system showing pipe according to type and size, and appurtenances;
2. A description of existing wastewater infrastructure to include evaluating the hydraulic capability of treatment system, pipes, and lift stations, etc., for current and future demand (s).
3. A detailed explanation of the methods used to determine the locations and extent of I/I including smoke testing, televising and flow measurement, and a summary of the findings.
4. A narrative discussion of alternatives to include no-action, trenchless technology, open trench construction, etc.

### **Wastewater Treatment Study**

1. Narrative describing the condition of the existing facility and the need for the new treatment facility.
2. Evidence of consultation from the DENR Surface Water Quality program regarding potential stream reclassifications, change in permit conditions, etc.
3. A narrative discussion of alternatives to include no-action, collection line rehabilitation or replacement, and reasons for excluding certain types of treatment technologies.

4. Design calculations for each feasible alternative (this may be omitted for extensive mechanical treatment options).

### **Storm Water System Study**

1. A narrative description and map(s) of the existing storm water management system to evaluate watershed areas, combined sewer overflow, drainage, soil conditions, etc.
2. A detailed explanation of the methods used to evaluate capacity of the existing system, peak flows, future flows from storm water modeling, and a summary of the findings.
3. A narrative discussion of alternatives for a storm sewer management system consisting of pipe, storage and treatment systems; i.e. catch basins, underground pipe network, curb and gutter, drainage outfall, water quality protection, and storm water treatment. The small community planning grant is not intended for studies of storm water systems that are predominately open channel ditches and culverts.

### **Water Distribution Study**

1. A narrative description of the system to include age, present condition, water loss, pressure loss, and hydraulic capabilities to meet current and future demand.
2. Map(s) of the distribution system showing pipe, according to type and size, and general project area in relation to the community.
3. A narrative evaluation of alternatives with consideration to no-action, regional management and consolidation of systems, trenchless technology, and alternative routes and pipe size, etc.

### **Water Treatment Study**

1. Narrative describing the condition of the existing facility and explaining the need for the new treatment facility, map(s) showing the project location.
2. All data, records, and technical information used for the basis of the design;
3. A narrative discussion of several possible alternatives to include no-action, regional management or consolidation of systems, reasons for excluding certain types of treatment technologies, etc.
4. Formal proposals or correspondence from regional water system(s) stating ability and willingness to provide service, associated cost proposals, etc.

**Water Supply or Water Storage Study**

1. Narrative describing the condition of the existing facility and explaining the need for the new facilities; map(s) showing the project location,
2. Historical water use records for average and peak conditions, average and peak water use projections, description of all existing raw water sources, water quality data, etc.;
3. A narrative discussion of several possible alternatives to include no-action, regional management or consolidation of systems, associated cost proposals, etc.

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I hereby certify that I have read and understand the requirements identified in this form and have provided a date of completion. I am aware that no funds will be disbursed until the engineering report is approved by the Department of Environment and Natural Resources.

The Report will be completed by and submitted to DENR by the following date:

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Signature

Date

\*\* Attached is the suggested outline format for the Wastewater and Water Engineering Reports

# **Small Community Planning Grant Application Instructions**

## **Application Cover Page (page 1)**

*Applicant.* Give the name of the sponsoring entity requesting funds.

*Address.* Give the mailing address of the sponsoring entity requesting funds.

*Phone Number.* Give the phone number of the sponsoring entity requesting funds.

*Service Area Population.* Provide the population of the proposed area to be served by the water distribution or wastewater collection system.

*DUNS Number.* The Data Universal Numbering System (DUNS) number is a nine-digit number, issued by D&B, assigned to each business location in the D&B database, having a unique, separate, and distinct operation for the purpose of identifying them. The applicant must submit documentation that the applicant has an active registration on the Federal System for Award Management (SAM) database.

*Active Registration in SAMS.* Documentation that the applicant has an active registration on the Federal System for Award Management (SAM) database. (<https://www.sam.gov>)

*Description.* Give a brief narrative describing the need or problem to be addressed in the engineering report.

*Applicant Certification.* This section is to be read and dated by an official of the sponsoring entity who has been authorized by resolution of the governing body to submit the application.

## **Professional Contacts (page 2)**

*Application Prepared By:* Identify the entity, the individual that helped prepare the application, and the other contact information requested in case questions arise about the application.

*Consulting Engineering Firm:* Identify the engineering firm retained by the sponsor, the engineer's name, and the other contact information requested in case questions arise about the application.

*Engineer Certification of Services.* The engineer selected by the sponsor to complete the small community planning grant report must read, agree to and sign the certification document, and provide the required report completion date.

*Note: Below is outline for the engineering reports.*

## **Engineering Report Outline (Wastewater)**

- I. Discussion of the problem
- II. Existing and Future Conditions
  - A. Project Need and Planning Area Identification
  - B. Existing Wastewater Flows and Treatment Systems
  - C. Effluent Limitations
  - D. Infiltration and Inflow (I/I)
    1. Cost Effective Analysis for System with Excessive I/I
    2. Sewer Use Ordinance and Sewer Maintenance Program
  - E. Future Conditions
    1. Population and Land Use Projections
    2. Forecasts of Flows and Waste loads
    3. Flow Reduction
- III. Development and Screening of Alternatives
  - A. Development of Alternatives
  - B. Optimum Operation of Existing Facilities
  - C. Regionalization
  - D. Unsewered Areas
  - E. Conventional Collection System
  - F. Alternative Collection Systems
  - G. Treatment Systems
  - H. Municipal Treatment of Industrial and Federal Facilities Wastes
- IV. Evaluation of Principal Alternatives and Plan Adoption
  - A. Alternative Evaluation
  - B. Evaluation of Monetary Costs
  - C. Demonstration of Financial Capability
  - D. Capital Financing Plan
  - E. Environmental Evaluation
  - F. Evaluation of Recreational Opportunities
  - G. Comparison of Alternatives
- V. Selected Plan, Description and Implementation Arrangements
  - A. Justification and Description of Selected Plan
  - B. Design of Selected Plan
  - C. Cost Estimates for the Selected Plan
  - D. Environmental Impacts of Selected Plan
  - E. Arrangements for Implementation
    1. Inter-municipal Service Agreements
    2. Operation and Maintenance Requirements
    3. Pre-treatment Program
    4. Permits Required (conditional use, 404, etc.)
  - F. Land Acquisition
    1. General Acquisition
    2. Acquisition Method
    3. Land Costs

## **Engineering Report Outline (Water)**

- I. Discussion of the problem
- II. Existing and future conditions
  - A. Project need and planning area identification
  - B. Existing water usage
  - C. Evaluation of distribution, storage, and treatment systems
  - D. Compliance issues
  - E. Future conditions
    1. Population and land use projections
    2. Forecasts of water usage
    3. Water conservation measures
- III. Development and screening of alternatives
  - A. Development of alternatives
  - B. Optimum operation of existing facilities
  - C. Regionalization
- IV. Evaluation of principal alternatives and plan adoption
  - A. Alternative evaluation
    1. No action
    2. Regionalization or consolidation of facilities
    3. Viable treatment technologies
    4. Trenchless technology vs. conventional trenching
    5. New facilities vs. upgrade of existing facilities
  - B. Evaluation of monetary costs
    1. Total project cost
    2. Operation and maintenance costs
    3. Present worth or equivalent uniform annual cost analysis
  - C. Demonstration of financial capability
  - D. Capital financing plan
  - E. Environmental evaluation
  - F. Comparison of alternatives
- V. Selected plan, description and implementation arrangements
  - A. Justification and description of selected plan
  - B. Design of selected plan
  - C. Cost estimates for the selected plan
  - D. Environmental impacts of selected plan
  - E. Arrangements for implementation
    1. Inter-municipal service agreements
    2. Operation and maintenance requirements
    3. Permits required (conditional use, 404, etc.)
  - F. Land acquisition
    1. General acquisition
    2. Acquisition method
    3. Land costs