

**State of Alabama
Alabama Department of Environmental Management
Clean Water State Revolving Fund (CWSRF) Loan Program**



SRF Section
Permits and Services Division
Alabama Department of Environmental Management
Post Office Box 301463
Montgomery, Alabama 36130-1463

(334) 271-7714
srf@adem.alabama.gov

CWSRF Loan Application



Clean Water
State Revolving Fund

Applicant: _____
Project Name: _____
Project Number: _____

Notes:

1. Submit loan application with attachments electronically (preferred) or by mail to the address above. Original signatures and notary seals should be included in the application.

Alabama CWSRF Loan Application

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Introduction

This is the second stage of the application process for Clean Water State Revolving Fund (CWSRF) assistance. A local government interested in participating should first submit a CWSRF Preapplication Form in order to be listed on the project priority list, which is published in the CWSRF Intended Use Plan (IUP). This application may be submitted with the preapplication or at any time thereafter. We strongly recommend submitting this application within 60 days of the issuance of the ADEM Intended Use Plan, otherwise the project may be moved to the non-fundable list.

Concurrence for the proposed project is required (in writing) from the Alabama Historical Commission, the U.S. Fish and Wildlife Service, Regional Planning Agency, and the U.S. Army Corps of Engineers. Copies of the concurrence letters are required to be included with the application package.

If the project includes a new or upgraded wastewater treatment facility, the applicant is required to obtain an NPDES permit prior to receiving a CWSRF loan.

An Environmental Information Document and plans and specifications are required to support each project with respect to technical and environmental matters. Please see the Environmental Information Document outline included in the application package for further guidance. Plans and specifications are required at the time the application is submitted.

Questions regarding the CWSRF Loan Application package should be directed to:

SRF Section
Permits and Services Division
Alabama Department of Environmental Management

Phone: (334) 271-7714
FAX: (334) 271-7950
E-mail: srf@adem.state.alabamba.gov
Internet: adem.alabama.gov

Mailing Address:
Post Office Box 301463
Montgomery, Alabama 36130-1463

Overnight Delivery Address:
1400 Coliseum Boulevard
Montgomery, Alabama 36110-2059

Application for Alabama CWSRF Loan Funding

Applicant	County
Name and Title of Contact Person	Telephone
Street Address or Post Office Box	FAX
City, State, and Zip	Email
Total Project Cost \$	SRF Assistance Requested \$
Project Name	
Description of Project	

Certification

The undersigned representative of the applicant certifies that the information in the application and in the attached statements and exhibits is true, correct and complete to the best of the applicant's knowledge, information and belief. The applicant further certifies: That as evidenced by the attached Certified Resolution made by the applicant, the undersigned representative has been authorized to file this application; that the applicant agrees that a CWSRF loan for the project is made pursuant to the Alabama Code §§ 22-34-1 et seq., and ADEM A.C. 335-11-1; the applicant will pay all costs of the approved project not covered by the SRF loan; that all statements, data and supporting documents made or submitted by the applicant in connection with any applications for Authority assistance for the project are to be deemed a part of this application as if they were herein repeated and set forth in full.

Signature of Authorized Representative	Title of Authorized Representative
--	------------------------------------

Subscribed and sworn to
 this _____ day
 of _____,
 20____.

(SEAL)

Consulting Engineer Information

Attach a copy of each executed engineering contract to this application. The contract ceiling amount is required for accounting purposes – if the contract is on a percentage or cost basis please provide an estimated maximum cost.

You may attach additional copies of this form if multiple consulting engineers will design/inspect this project.

Name	Telephone
Firm	FAX
Street Address or Post Office Box	Email
City, State, and Zip	Contract Ceiling Amount

Consulting Engineer's Certification

I hereby give assurance and certify to the Alabama Department of Environmental Management that:

1. All plans and specifications for wastewater projects will be prepared in accordance with the latest edition of *GLUMRB Recommended Standards for Wastewater Facilities* ("10 State Standards") or other design standards as approved by ADEM.
2. An Operation and Maintenance (O&M) manual will be prepared for all new treatment works.
3. All contract specifications will contain ADEM Supplemental General Conditions, latest version.
4. Plans and specifications will be submitted to ADEM for examination prior to advertising the project for bidding.
5. No contracts will be awarded before a Project Review and Cost Summary package has been submitted to ADEM for review and issuance of an Approval to Award letter.
6. Unless prior, special arrangements have been made with ADEM, no materials-only contracts will be awarded for payment with CWSRF funds. Under no circumstances will in-kind labor be reimbursed with CWSRF funds.
7. The attached Environmental Information Document has been prepared in accordance with the outline provided in this application.

Signature of Consulting Engineer: _____

Date: _____

Resolution Designating Official Representative

WHEREAS, _____
(Legal Name of Applicant: City, Commission, Board etc.)

herein called the "Applicant", after thorough consideration of the various aspects of the problem and study of available data, has hereby determined that the construction of certain works required for the treatment of wastewater and/or stormwater is desirable and in the public interest, and to that end it is necessary that action necessary for the construction of wastewater treatment an/or transport facilities be taken immediately; and

WHEREAS, under Code of Alabama 1975 §§ 22-34-1 et seq., and the regulations promulgated, thereunder in ADEM Administrative Code Chapter 335-11-1, the State of Alabama, has authorized the making of loans to aid in financing the cost of construction of necessary wastewater treatment and transport works to prevent the discharge of untreated or inadequately treated effluent into any waters;

NOW, THEREFORE, BE IT RESOLVED BY:

_____ the governing body of said Applicant, as follows:

1. That _____
(Title of Officer)

is hereby authorized to file in behalf of the Applicant an application for a loan to be made by the Alabama Water Pollution Control Authority;

2. That _____
(Title of Officer)

is hereby designated as the Authorized Representative of the Applicant for the purpose of furnishing to the Alabama Department of Environmental Management (ADEM) such information, data and documents pertaining to the application for a CWSRF loan from the Authority as may be required; and otherwise to act as Authorized Representative of the Applicant in connection with this application.

3. That certified copies of this resolution be included as a part of the application to be submitted to the Department for a loan.

Adopted, this the _____ day of _____, 20____

Signature: _____
Title: _____

Signature: _____
Title: _____

Approved, this the _____ day of _____, 20____

Signature: _____
Title: _____

Signature: _____
Title: _____

Certification of Resolution

I, the Undersigned, the duly qualified and acting:

_____ of the _____
(Title of Officer) *(Applicant)*

do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as adopted by a meeting of the governing body held on the ____ day of _____, 20__ and duly recorded in my office:

2. That said meeting was duly convened and held in all respects in accordance with the law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting, and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution, that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am duly authorized to execute this certificate.

IN WITNESS THEREOF, I have herewith set my hand this _____ day of _____, 20_____ .

(SEAL)

Signature of Officer: _____
Typed or Printed Name of Officer: _____

Calculation of CWSRF Loan Share

Cost Classification	Total Amount Required	Amount Requested for CWSRF Loan
1. Administrative Expense:		
2. Land, structures, right-of-way <i>(note: may not be CWSRF loan eligible)</i>		
3. Engineering:		
a. Design:		
b. Basic A/E Fees:		
c. Other Engineering/Testing Fees: (specify)		
i.		
ii.		
iii.		
d. Construction Inspection Fees:		
Engineering Sub-Total:		
4. Construction:		
a. Contract 1:		
b. Contract 2:		
c. Contract 3:		
d. Contract 4:		
e. Contract 5:		
Construction Sub-Total:		
5. Construction Contingency:		
6. Equipment: (Specify)		
a.		
b.		
c.		
d.		
7. Other: (Specify)		
a.		
b.		
c.		
Totals:		

Statement of Assurances

The applicant, _____, hereby gives assurance and certifies to the Alabama Department of Environmental Management that:

1. The Applicant shall maintain its financial records in accordance with generally accepted accounting principles and auditing standards for governmental institutions.
2. The applicant shall comply with all applicable NPDES permits.
3. For wastewater projects. the applicant shall adopt a sewer use ordinance, which shall prohibit any new connections from inflow sources into the treatment works and require that new sewers and connections to the treatment works are properly designed and constructed. The ordinance, or other legally binding document shall also require that all wastewater introduced into the treatment works does not contain toxins or other pollutants in amounts or concentrations that endanger public safety and physical integrity of the treatment works; cause violation of effluent or water quality limitations; or preclude the selection of the most cost-effective alternative for wastewater treatment or sludge disposal.
4. The applicant shall enforce NPDES pretreatment standards where applicable.
5. The applicant shall comply with all applicable requirements of Federal, State and local laws.
6. The applicant shall pay the unallowable costs of the construction of the project.
7. If applicable, the applicant shall retain certified wastewater treatment system operators in accordance with ADEM A.C. Division 335-10, from the time of the completion of construction or initiation of operation, whichever is earlier, until such time as operation of the facility is discontinued.
8. Construction of the project, including the award of contracts in connection therewith, shall conform to applicable requirements of Federal, State and local laws, ordinances, rules and regulations and to contract specifications and requirements.
9. The applicant shall comply with the following guidelines to the satisfaction of the Department: "*Design Criteria for Mechanical, Electrical and Fluid System and Component Reliability*", EPA-430-99-74-001, and "*GLUMRB Recommended Standards for Wastewater Facilities*".
10. The applicant shall have an Operation and Maintenance manual developed for the treatment works funded by the CWSRF loan.
11. The applicant shall certify that the project will be initiated and completed in accordance with the schedule specified in the CWSRF Loan Agreement.
12. The applicant must submit proof that it, and its contractors and subcontractors, will comply with all insurance requirements of the Loan Agreement and that it shall be able to certify that the insurance is in full force and effect and that the premiums have been paid.
13. The applicant shall ensure that procurement and construction shall conform to Title 39 and Title 41, Chapter 16, of the Code of Alabama, and the requirements imposed by EPA CWSRF Regulations promulgated under Title VI of the Clean Water Act.

Signature of Authorized Representative: _____

Subscribed and sworn to
this _____ day
of _____,
20____.

(SEAL)

Intergovernmental Review Procedures

Intergovernmental review of CWSRF funded projects is required pursuant to Executive Order 12372. To fulfill this requirement, the applicant is required to submit a copy of their CWSRF loan application to the following entity for review and comment. Responses from these entities indicating concurrence with the proposed project are required (in writing) and must be included with the CWSRF Loan Application:

Regional Planning Agency

Complete this form and transmit a copy of the CWSRF Application Form (Page 4 of this application) to your Regional Planning Agency.

A. Applicant Name and Address:

B. Catalog of Federal Domestic Assistance Number and Title:

No. 66.458 - State Revolving Loan Program

C. Date Application Sent to ADEM:

Authorized Representative:

(Signature)

Certification Regarding Debarment and Suspension; Certification Regarding Federal, State, and Local Laws (the Copeland Act)

CWSRF Project: _____

CWSRF Project No: _____

I, _____, _____, representing the
(Name) Title
_____, Alabama
(Organization) of (City, Town, etc.)

do hereby certify that, to our knowledge, no services of any individual, organization, or unit of government for facilities planning or design work appears on the master list of debarments, suspensions, and voluntary exclusions, in accordance with CFR 35.2105, Debarment and Suspension.

I further certify that, in accordance with CFR 35.2104(c), the applicant has not violated any Federal, State, or Local Law pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice relating to, or in connection with, facilities planning or design work related to the above referenced project.

Signature of Authorized Representative: _____

Date: _____

Site Certificate – Authorized Representative Certification

CWSRF Project: _____

CWSRF Project No: _____

I certify that the Applicant, _____ ,
has acquired all real property including easements and rights-of-way that are or will be required for the construction, erection, extension, modification, operation and maintenance of the entire wastewater treatment works within the scope of the CWSRF funded projects.

I certify that, if other municipalities are served by the wastewater treatment/transport works funded under the above referenced project, those municipalities have acquired all real property including easements and rights-of-way required for service to those municipalities.

I certify that the Title Counsel's Certification given on the attached certificate covers all real property including easements and rights-of-way that are or will be required for the construction, erection, extension, modification, operation and maintenance of the entire wastewater treatment works within the scope of the funded under the above referenced project.

I further certify that all real property including easements required for the entire wastewater treatment works funded under the above referenced project was acquired in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Regulation 40 CFR Part 4.

Signature of Authorized Representative: _____

Date: _____

Site Certificate – Title Counsel Certification

CWSRF Project: _____

CWSRF Project No: _____

I, _____, Attorney at Law, representing
_____, as Title Counsel, do hereby certify:

1. That I have investigated and ascertained the location of, and am familiar with the legal description of the site or sites being provided by the Applicant for all elements of the wastewater treatment works within the scope of the above referenced project to be constructed (modified, extended, improved, altered) operated and maintained in and upon such site or sites.
2. That I have examined the deed records of the county or counties in which said project is to be located and, in my opinion, the Applicant has a legal and valid fee simple title or such other estate or interest in the site of the project, including necessary easements and rights-of-way sufficient to assure undisturbed use and possession for the purposes of construction and operation and maintenance for the estimated life of the project.
3. That any deeds or documents required to be recorded in order to protect the title of the owner and the interest of the Applicant have been duly recorded and filed for record wherever necessary.
4. That, if applicable, the title to real property for which the Water Pollution Control Authority has funded, has been encumbered in accordance with the requirements of State and local law to adequately protect the interest of the United States.
5. Remarks: *(use additional pages if necessary)*

Dated this _____ day of _____, 20 _____

Attorney at Law

Address

Certification: Cost and Effectiveness

CWSRF Project: _____

CWSRF Project No: _____

I certify that the Applicant, _____ ,

(A) has studied and evaluated 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

(B) has selected, to the maximum extent practicable, a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account:

- (i) the cost of constructing the project or activity;
- (ii) the cost of operating and maintaining the project or activity over the life of the project or activity; and
- (iii) the cost of replacing the project or activity.

Signature of Authorized Representative: _____

Date: _____

EPA Form 4700-4

Applicant must download, complete, and sign the latest version of EPA Form 4700-4. Attach an original copy of the form here.

This form is available at:
<http://www.epa.gov/ogd/forms/forms.htm>

Disadvantaged Business Enterprise (DBE)
Minority Business Enterprise (MBE) / Women’s Business Enterprise (WBE)

The CWSRF program requires all projects to comply with:

- Civil Rights Act of 1964 & 1990
- Executive Order 11246 (Equal Employment Opportunity)
- Executive Order 11625 and 12138 (MBE/WBE)

In compliance with the Federal regulations it is the policy of the CWSRF program to promote a “fair share” of subagreement awards to small minority, and women owned businesses for supplies, equipment, services and construction. Compliance with these contract provisions is required in order for project costs to be eligible for SRF funding. The State has negotiated a MBE/WBE “fair share” objective of:

Commodities (Supplies)	MBE 4%	WBE 11%
Contractual (Services)	MBE 8%	WBE 30%
Equipment	MBE 5%	WBE 20%
Construction	MBE 2.5%	WBE 3%

Please note that DBEs, MBEs, and WBEs must be certified by EPA, SBA, or DOT (or by state, local, Tribal, or private entities whose certification criteria match EPA’s). DBEs must be certified in order to be counted toward the recipient’s MBE/WBE accomplishments. Depending upon the certifying agency, a DBE may be classified as a DBE, a Minority Business Enterprise (MBE), or a Women’s Business Enterprise (WBE).

The loan recipient (owner) shall employ and document good faith efforts in following the six affirmative steps when using loan funds to procure sources of supplies, construction and services.

If the successful bidder plans to subcontract a portion of the project, the bidder must submit to the owner (within 10 days after bid opening) documentation of good faith efforts in following the six affirmative steps taken to utilize small, minority and women’s businesses.

These “fair share” objectives are required to be stated in the loan agreement and in the project specifications **(SRF Supplemental General Conditions)**.

Implementation of Six Affirmative Steps for Good Faith DBE Solicitation

1. Include qualified MBE/WBE’s on solicitation lists.
 - a) Maintain and update a listing of qualified MBE/WBE’s that can be solicited for supplies, construction and/or services.
 - b) Provide this listing to all interested parties who requested to be placed on the bidder’s mailing list or requested copies of bid or proposal documents
 - c) Contact sources within geographic area of project to identify qualified MBE/WBE’s for placement on MBE/WBE list.
 - d) Check for other MBE/WBE listings such as those utilized by the State Minority Business Office, the Small Business Administration, Minority Business Development Office, EPA Region IV Office of Small and Disadvantaged Business Utilization (OSBDU), or the Alabama Department of Transportation.

2. Assure that MBE/WBE's are solicited whenever they are potential sources.
 - a) Conduct meetings, conferences and follow-ups with MBE/WBE's, small, minority and/or women's business associations, minority media etc., to inform these groups of opportunities to provide supplies, services and construction.
 - b) Conduct pre-bid, pre-solicitation and post-award conferences to ensure that consultants, suppliers and builders solicit MBE/WBE's.
 - c) Provide bidders with listings of qualified MBE/WBE's and establish that a fair share of subagreements be awarded.
 - d) Advertise in general circulation, trade publications, State agency publications of identified MBE/WBE's, minority or women's business focused media, etc., concerning contracting opportunities on your projects. Maintain a list of minority or women's business focused publications that may be used to solicit MBE/WBE's.
 - e) Provide interested MBE/WBE's with adequate information about plans, specifications and other requirements of the proposed projects.
 - f) Provide interested MBE/WBE trade organizations with summaries of bid solicitations.
 - g) Consider notifying MBE/WBE's of future procurement opportunities so that they may establish bidding solicitations and procurement plans.
3. Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of MBE/WBE's.
 - a) Perform an analysis to identify portions of work that can be divided and performed by qualified MBE/WBE's.
 - b) Scrutinize the elements of the total project to develop economically feasible units of work that are within the bonding range of MBE/WBEs.
 - c) Analyze bid packages to afford MBE/WBEs maximum participation.
4. Use the appropriate services and assistance of:
 - a) the Office of Small and Minority Business Assistance in the Alabama Development Office
 - b) the Minority Business Development Centers
 - c) the Alabama Department of Transportation (for WBEs)
 - d) the Small Business Association
5. Establish delivery schedules, within the requirements of the work permit, which will encourage participation of MBE/WBEs.
 - a) Consider lead times and scheduling requirements often needed by MBE/WBE firms.
 - b) Develop realistic delivery schedules, which may provide for greater MBE/WBE participation.
6. Require each contractor to take the affirmative steps of items 1-5 above in procuring subcontractors.

Use the services of outreach programs sponsored by the Minority Business Development Agency and/or the Small Business Association to recruit bona fide firms for placement on MBE/WBE bidder's lists and to assist these firms in the development of bid packaging.

Seek out Minority Business Development Centers (MBDCs) to assist you in identifying MBE/WBEs for potential work opportunities on your projects.

MBE/WBE Contacts

Alabama Department of Transportation
1409 Coliseum Blvd
Montgomery, AL 36130
(334) 353-6469 or (800) 269-5081
<https://www.dot.state.al.us/cboweb/DBEProgram.html>

Alabama Department of Economic and
Community Affairs
Office of Minority Business Enterprise
P O Box 5690
Montgomery, AL 36103-5690
(334) 353-3966
<http://adeca.alabama.gov/Divisions/ced/cdp/Pages/ombe.aspx>

Alabama Governor's Office of Minority Affairs
100 N. Union St. Suite 360
Montgomery, AL 36104
(334) 353-2113
info@goma.alabama.gov
<https://goma.alabama.gov/>

Birmingham Construction Industrial Authority
301 37th Street South
Birmingham, AL 35222
(205) 324-6202
Fax: (205) 324-6210
aorl@bcia1.org
<https://bcia1.org/>

Birmingham Office of Economic Development
City Hall / Third Floor
710 20th Street North
Birmingham, AL 35203
(205) 524-2799
Fax (205) 254-7741

<https://oed.birminghamal.gov/>
U.S. Department of Commerce
Minority Business Development Agency
Atlanta MBDA Business Center
75 5th Street, NW Suite 300
Atlanta, GA 30308
(404) 894-8150
<https://mbdabusinesscenter-atlanta.org/>
<https://www.mbda.gov/>

National Association of Minority Contractors (NAMC)
<http://namcnational.org/>
The Barr Building
910 17th Street, NW, Suite 413
Washington, DC 20006
(202) 296-1600
Fax: (202) 296-1644
info@namcnational.org

NAMC Greater Atlanta Chapter
1134 Main Street
Forest Park, GA 30297
(678) 943-9667
www.namcatlanta.org

U.S. Small Business Administration
<https://www.sba.gov/>
http://web.sba.gov/pro-net/search/dsp_dsbs.cfm
<https://www.sba.gov/offices/headquarters/wbo/>

CWSRF Financial Information Summary

Applicant: _____
Project Name: _____
CWSRF Project No.: _____
Loan Amount: _____

Description of Proposed Facilities:

Demographics/Wasteload Information:

	Current	Project Startup	Design
Total Population:			
Sewered Population:			
Commercial/ Industrial:			
WWTP Capacity (MGD):			

Certification of Financial Capability

_____ (Applicant) has analyzed the cost and financial impacts of the proposed facilities and hereby certifies that it has the legal, institutional, managerial and financial capability to finance and manage the construction, operation, and maintenance of the proposed project.

Signed: _____
(Authorized Representative)

Date: _____

Operations and Maintenance Cost Estimates

Annual O&M Costs:	Cost
Labor (Plant Operators):	
Utilities:	
Materials:	
Outside Services:	
Misc. Expenses:	
Total Annual O&M:	

Annual Wastewater User Charges

	Current	Revised
Number of Sewered Residences (domestic):		
User Charge Revenue:		
Number of Commercial/Industrial Users:		
User Charge Revenue:		

Residential Sewer Use Charges vs. Median Annual Household Income (MAHI)

	Current	Revised
Median Annual Household Income:		N/A
Average Annual Residential Sewer User Charge:		
Annual Sewer Use Charges as % of MAHI:		

Financing and Revenues

New Facilities:

Total to be Borrowed from CWSRF:		
Term of Loan (maximum 30 years, based on design life of project):		yr
Interest Rate (<i>estimated</i>):		%
Estimated Debt Service Payment to CWSRF:		/yr

Existing Wastewater System Debt/O&M:

Existing O&M:		/yr
Existing Wastewater Debt Service Obligations:		/yr
Other Debt Service/Operations Obligations:		/yr
		/yr
		/yr
Total Existing Annual Obligations:		/yr
Total Projected Annual Debt Obligations:		/yr

Annual Sewer User Charges:

	Current	Revised
Residential:		
Commercial:		
Industrial:		

Annual Sewer Use Surcharges (identify):

	Current	Revised

Special Assessments or Fees (identify):

	Current	Revised

Transfers from Other Funds (identify):

	Current	Revised

Total Revenues:

--	--

Projected Outlay Schedule

Year: _____

Month	Outlay
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

Year: _____

Month	Outlay
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

Year: _____

Month	Outlay
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

*Grand Total: _____

*Must equal loan amount requested.

Construction Start Date: _____

Construction Completion Date: _____

Note: The construction completion date should be selected carefully, as loan repayment will begin immediately thereafter. Please contact the SRF Section if you have any questions.

Additional Financial Information

INSTRUCTIONS:

1. For "Systems owned by Towns, Cities, or Counties" where the security for the SRF loan will be a general obligation pledge of the Loan Recipient, please complete Part I only.
2. For "Systems owned by Towns, Cities or Counties" where the security for the SRF loan will be a pledge of revenues of the water and/or sewer system of the Loan Recipient, please complete Part II only.
3. For "Systems owned by Boards, Authorities or other public corporations" please complete Part III only.

Part I – Systems Owned by Towns, Cities or Counties (General Obligation Pledge)

A. Financial Information

1. The previous three years financial statements. Any unaudited statements as they become available.
2. Please enclose final official statements for any bond issues completed by the Loan Recipient the past two years.
3. Please provide a list of all currently outstanding general obligation indebtedness, including the title of the issue, the series designation, the date of the issue, the original principal amount of the debt, and the date of final maturity of the debt.
4. If not provided in the Loan Recipient's audited financial statements, please provide debt service requirements for total outstanding general obligation indebtedness on a yearly basis for all years in which debt service is currently payable.
5. Ad valorem tax rates currently levied on property within the jurisdiction of the Loan Recipient, broken down by millage rate per taxing authority (i.e., the state, county, city and any special assessments).
6. The top ten ad valorem taxpayers of the Loan Recipient for the past year and the amount of taxes paid by each.
7. The amount of ad valorem tax collected by the Loan Recipient for the past five years.
8. Total collections of the sales and use tax collected by the Loan Recipient for the past five years.
9. Business tax receipts collected by the Loan Recipient for the past five years.
10. Current and proposed water and/or sewer rate schedules.

Demographic Information

1. A one paragraph description of the location of the Loan Recipient and governing structure.
2. Please provide a brief description of the transportation system, the elementary and secondary education systems and the health services provided in the Loan Recipient's service area.
3. Population of the Loan Recipient as reported by the Census Bureau for the last two surveys available.
4. Please list the major employers for the Loan Recipient, broken out by industry, products and number of employees.

5. WATER & SEWER ACCOUNT INFORMATION

	20__	20__	20__	20__	20__
No. of water accounts					
No. of sewer accounts					

6. PRIMARY CUSTOMERS - For those customers (if any) that exceed 2% of total operating revenue for the water and/or sewer system.

Name of Customer	Industry/Field	FY20__ Annual Water Revenue	FY20__ Annual Sewer Revenue

7. WATER USAGE

	20__	20__	20__	20__	20__
Total Production (gallons)					
Daily Maximum (gallons)					
Daily Average (gallons)					

8. SEWER SYSTEM (if appropriate)

	20__	20__	20__	20__	20__
Average Daily Flow					
Total Gallons Treated					

Part II – Systems Owned by Towns, Cities or Counties (Revenue Pledge)

A. Financial Information:

1. The previous three years financial statements. Any unaudited statements as they become available.
2. Please enclose final official statements for any bond issues completed by the Loan Recipient the past two years.
3. Please enclose the master trust indenture of the Loan Recipient.
4. Please provide a list of all currently outstanding revenue obligations, including the title of the issue, the series designation, the date of the issue, the original principal amount of the debt and the date of final maturity of the issue.
5. If not provided in the financial statements, please provide debt service requirements for total outstanding indebtedness of the Loan Recipient payable from revenues of the waste and/or sewer system on a yearly basis for all years in which debt service is currently payable.
6. Ad valorem tax rates currently levied on property within the jurisdiction of the Loan Recipient, broken down by millage rate per taxing authority (i.e., the state, county, and city and any special assessments).
7. Information furnished by the County Tax Assessor’s office as to the assessed value of taxable properties (including motor vehicles) located within the jurisdiction of the Loan Recipient for the past five fiscal years.
8. Current and proposed water and/or sewer rate schedules.

B. Demographic Information:

1. A one paragraph description of the location of the Loan Recipient and its governing structure.
2. A brief description of the Project.
3. Population of the Loan Recipient, as reported by the Census Bureau for the last two surveys available.
4. A brief description of the assets owned by the Loan Recipient that comprises its water and/or sewer system.

5. WATER & SEWER ACCOUNT INFORMATION

	20__	20__	20__	20__	20__
No. of water accounts					
No. of sewer accounts					

6. PRIMARY CUSTOMERS - For those customers (if any) that exceed 2% of total operating revenue for the water and/or sewer system.

Name of Customer	Industry/Field	FY20__ Annual Water Revenue	FY20__ Annual Sewer Revenue

7. WATER USAGE

	20__	20__	20__	20__	20__
Total Production (gallons)					
Daily Maximum (gallons)					
Daily Average (gallons)					

8. SEWER SYSTEM (if appropriate)

	20__	20__	20__	20__	20__
Average Daily Flow					
Total Gallons Treated					

Part III – Systems Owned by Boards, Authorities or Other Public Corporations

A. Financial Information

1. The previous three years financial statements. Any unaudited statements as they become available.
2. Please enclose final official statements for any bond issues completed by the Loan Recipient the past two years.
3. Please provide a list of all currently outstanding debt of the Loan Recipient, including the title of the issue, the series designation, the date of the issue, the original principal amount of the debt and the date of final maturity of the issue.
4. Current and proposed water and/sewer rate schedules.

B. Demographic Information

5. A one paragraph description of the area served by the Loan Recipient and the services provided by the Loan Recipient.
6. A brief description of the Project.
7. A brief description of the assets owned by the Loan Recipient that comprise its water and/or sewer system.

8. WATER & SEWER ACCOUNT INFORMATION

	20__	20__	20__	20__	20__
No. of water accounts					
No. of sewer accounts					

9. PRIMARY CUSTOMERS - For those customers (if any) that exceed 2% of total operating revenue for the water and/or sewer system.

Name of Customer	Industry/Field	FY20__ Annual Water Revenue	FY20__ Annual Sewer Revenue

10. WATER USAGE

	20__	20__	20__	20__	20__
Total Production (gallons)					
Daily Maximum (gallons)					
Daily Average (gallons)					

11. SEWER SYSTEM (if appropriate)

	20__	20__	20__	20__	20__
Average Daily Flow					
Total Gallons Treated					

Environmental Information Document Outline:

The applicant must prepare an **Environmental Information Document (EID)** to support CWSRF funding for the proposed project. The EID describes and evaluates the environmental impacts of the feasible alternatives of which there should be, as a minimum, **at least four:** the chosen alternative, no action, and two additional alternatives. Furthermore, the alternatives should be substantially different in scope and/or placement and should be thoroughly compared/contrasted within the framework of the following guidelines.

Prior to preparation of the EID, the Applicant should obtain concurrence for the proposed project from the Alabama Historical Commission (AHC), the U. S. Fish and Wildlife Service (rare and endangered species protection), the U. S. Army Corps of Engineers (floodplain management, floodway management, wetlands, Section 404 permits, dredge and fill, structures placed in navigable waterways), the Tennessee Valley Authority (TVA, where applicable), the Alabama Power Company (where applicable), and the Regional Planning Agency. Written concurrence from these entities should be attached to the EID. **COMPLETION OF THE ENVIRONMENTAL REVIEW MAY NOT OCCUR UNTIL SUCH CONCURRENCE LETTERS ARE SUBMITTED.**

Included in the environmental review process is public participation culminating in a public meeting, which presents the proposed project to the public and includes discussion of both environmental and financial impacts. Minutes of the public meeting, with proof(s) of advertising and a sign-in sheet of attendees must be included as a part of the EID. The public meeting should be conducted prior to submission of the CWSRF application.

The EID shall be prepared according to the following outline:

A. Existing Environment.

1. Location of the Project Area(s).
 - a. With relation to the City/Town/Service Area.
 - b. With relation to the County and State borders.
 - c. In relation to the nearest metropolitan statistical area (MSA).
 - d. Plotted on the most current USGS Quadrangle Map (with the name, number, scale and revised date of the quadrangle used).

B. Existing Facilities.

1. Name, type and NPDES compliance status of all WWTFs that will be treating wastewater from this project.
2. Existing sewered population, population to be served by this project, and remaining unsewered population.
3. Name and type of industrial users served by public sewer with amount and characteristics of wastewater treated. Discuss any significant impacts due to industrial loading, particularly as a result of this project.
4. Condition of existing collection and interceptor lines.

C. Need for Proposed Facilities.

1. Documentation of public health or compliance problems that will be corrected by the proposed project.
 - a. From the local public health agency, concerned citizens, ADEM, other governmental agencies, or the Consulting Engineer. (Examples include fish kills, on-site septic system failures, well contamination, Infiltration/Inflow or Sanitary Sewer Overflow occurrences)
2. Lack of treatment capacity.
 - a. Include need(s) to increase capacity and a discussion of historical (seasonal) flow data.
3. Lack of treatment capability/quality, to include:
 - a. Discussion of NPDES violations to which the City/Town/Board/Authority is a party.
 - b. Discussion of any Administrative or Consent Order to which the City/Town/Board/Authority is a party.

D. Proposed Facilities and Proposed Funding.

1. Proposed Facilities

- a. Wastewater Treatment Facilities (WWTFs) to be constructed/upgraded/modified/affected.
 - I. Average daily flow for both current and design years.
 - II. Expected daily peak and minimum flow for both current and design years.
 - III. Expected influent and effluent characteristics (BOD, TSS, DO, etc.) for both the current and design years to include any special considerations (extreme PH, high Ammonia, etc.).
 - IV. Identify the receiving stream and watershed.
 - V. Identify any land that must be obtained in order to construct/modify facility.
 - VI. Identify the method of sludge disposal and any items to satisfactorily carry out the disposal (purchase more land, new permits for landfilling, etc.)
 - VII. Identify steps that have been, or will be, taken in order to comply with 40 Part 503, *The Standards for the Use or Disposal of Sewage Sludge* and other requirements, as necessary.
- b. Include Vicinity Map(s) that
 - I. Clearly show(s) the project area(s) in relation to nearby roads and streets.
 - II. Include(s) a North Arrow and Graphical Scale.
 - III. Clearly show(s) the location of the project area(s) by coordinates (State Plane Coordinates NAD83 (92 Corrections) or Metes and Bounds tied to the Rectangular Grid system of the State of Alabama or UTM Coordinates.

2. Proposed Funding Source(s)

- a. Funding source(s), status and amount(s).

E. Alternative Analysis.

1. Discussion of all feasible alternatives, to include:

- a. Alternative processes and/or locations considered.
- b. Alternative collection systems.
- c. Flow and waste reduction measures.
- d. Inflow and infiltration (I/I) reduction.
- e. Alternative methods of sludge disposal (process options and/or disposal location).
- f. Physical, legal, or institutional constraints.
- g. Regulatory requirements.
- h. Capital and operations and maintenance (O&M) costs.
- i. Significant, irreversible, and/or unavoidable environmental impacts.

2. Choosing an alternative.

- a. Must include the "no action" option and why it was not chosen.
- b. Must clearly indicate the chosen alternative and why it has been chosen.
- c. Must provide an in depth (E 1 a – i) discussion of at least two other alternatives (in addition to the two alternatives discussed in E 2 a & b).

F. Physical Data. (See Part G, Section 10 for helpful links)

1. Description of the topography of the City/Town and of the specific site area(s).
2. Description of the geology of the City/Town and of the specific site area(s).
3. Hydrology of the City/Town and of the specific site area(s).
4. Climate and precipitation of the City/Town to include:
 - a. Average annual temperature.
 - b. Average annual range of temperatures.
 - c. Average annual rainfall.
 - d. Average snowfall (if applicable).

- e. Length of the growing season with average date of the first and last freeze.
- f. Direction and Speed of prevailing winds for summer and winter.

- 5. Floodplains, floodways, and wetlands impact(s).
 - a. The project area(s) must be clearly located on the applicable Flood Insurance Rate Map (FIRM) with Panel Name, Panel Number, Date and graphical scale provided.
 - b. The project area(s) must be shown in relation to all activities within the project area, including temporary construction easements, and any permanent or man-made features in order to facilitate a clear understanding of the project location.
 - c. The potential effect of the collection/treatment/sludge on these areas should be examined and discussed in detail.
 - d. Any chosen alternative that affects a floodplain, floodway and/or wetland must include:
 - I. A description of alterations to landforms, streams, and natural drainage patterns within the floodplain/floodway/wetland and their effect on local watercourses and the project.
 - II. A discussion of why the alternative is proposed in the floodway/floodplain/wetland.
 - III. A discussion of how the alternative will conform to applicable Federal, State, and/or local floodplain/floodway/wetland protection standards.
 - IV. A discussion of how the alternative is designed to minimize the potential harm to the floodplain/floodway/wetland.
 - V. Include a map clearly showing the relationship between the floodplain/floodway/wetland and all construction activities with contours of existing and finished grades and flood elevation(s).
- 6. Description of sewer gravity and/or force main to be constructed/rehabilitated.
 - a. Size, type and classification of pipe(s).
 - b. Indicate bore and excavation methods, especially as they relate to existing watercourses, flood plains, floodways, and/or wetlands.
 - c. Indicate the slope(s) of all sections of sewer line.
 - d. If the plans and/or specifications do not meet the standards from the latest edition of *GLUMRB Recommended Standards for Wastewater Facilities* ("Ten States Standards") then clearly annotate the design methodology and research used. Furthermore, if a design does not meet the Ten States Standards then it must be clearly shown that the project is more cost-effective and/or more environmentally sound.
 - e. Demonstrate that the receiving facility has capacity to treat additional flow, if any.
 - f. If rehabilitation of sewer lines will take place clearly indicate the type of repair(s) and the corresponding segment(s) of pipe.
 - g. Clearly delineate the location and type of construction/rehabilitation on a vicinity map that is of sufficient scale and size to be legible and that clearly relates the work to the surrounding environment (i.e. show all watercourses, structures, roads and utilities that are visible).

G. Environmental Consequences and Mitigative Measures.

- 1. Historical and Archaeological Features.
 - a. Include the concurrence/nonconcurrence letter from the Alabama Historical Commission (AHC).
 - b. Discuss any comments made by AHC and the effect on the proposed project.
 - c. Include a copy of any archaeological survey(s) performed for the AHC.
 - d. Insure that all contracts are awarded with the stipulation that "Should previously undetected cultural resources be encountered during project activities, work shall cease and the Alabama Historical Commission shall be contacted immediately."
- 2. Endangered Species and Critical Habitat.
 - a. Include the concurrence/nonconcurrence letter from the U. S. Fish and Wildlife Service.
 - b. Discuss any comments made by the U. S. Fish and Wildlife Service and the effect on the proposed project.
 - c. Include a copy of any survey(s) performed for the U. S. Fish and Wildlife Service.
 - d. Insure that all contracts are awarded with required Best Management Practices (BMP) plans, guidelines, and responsible entity.

3. Floodplain, Floodway, and Wetlands.
 - a. Include the concurrence/nonconcurrence letter from the U. S. Army, Corps of Engineers.
 - b. Discuss any comments made by the U. S. Army, Corps of Engineers and the effect on the proposed project.
4. Tennessee Valley Authority (if applicable).
 - a. Include the concurrence/nonconcurrence letter from the Tennessee Valley Authority.
 - b. Discuss any comments made by the Tennessee Valley Authority and the effect on the proposed project.
5. Alabama Power Company (if applicable).
 - a. Include the concurrence/nonconcurrence letter from the Alabama Power Company.
 - b. Discuss any comments made by the Alabama Power Company and the effect on the proposed project.
6. Regional Planning Agency.
 - a. Include the concurrence/nonconcurrence letter from the Regional Planning Agency.
 - b. Discuss any comments made by the Regional Planning Agency and the effect on the proposed project.
7. Environmental Justice.
 - a. Environmental justice is the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations and policies. Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.
 - b. Discuss the impacts of the project on Environmental Justice areas affected.
 - c. Ensure that public participation and/or notification is enhanced if Environmental Justice areas are affected by the project.
8. Pollution from Construction Activities.
 - a. Noise causes, intensity, and duration.
 - b. Erosion and siltation causes, duration and mitigation plan.
 - c. Dust causes, intensity, and duration.
 - d. Best Management Practices (BMP) and implementation plan
 - e. Impact on Public Parks and/or Prime Agricultural Land.
 - f. Impact on 303d listed streams.
 - g. Impacts from stream crossings.
 - h. If land clearing is involved, discuss the precautionary methods to be taken in order to protect the area environment from the use of herbicides, defoliants, blasting, cutting, and/or burning.
 - i. Specify the final disposal method for soil and vegetative spoil.
 - j. If facilities are to be abandoned, discuss what will be done with the abandoned structures and/or land.
 - k. Indicate the direction from the WWTF to nearby residential and/or business communities and the effect prevailing winds will have on design criteria.
9. Public Participation.
 - a. The Public Meeting must be held before submittal of this application. Please contact the appropriate SRF staff engineer at ADEM to find out if the project will affect an Environmental Justice area(s).
 - b. Proof of advertising. Advertisement should run at least once per week for four consecutive weeks in the newspaper that serves the affected area.
 - c. If Environmental Justice areas are affected by the project then the advertisement requirement is expanded to ensure that the affected populations are made aware of the project and have every opportunity to respond. Examples of additional advertisements are:
 - I. Mailings to each residence affected (provide affidavit of mailing and a copy of the letter used as an addendum to this document).
 - II. Running an ad on a radio or television station that serves the affected community (provide an affidavit and transcript of the ad).

- III. Advertise in a newspaper or other periodical that serves the affected community (provide a publishers affidavit and a copy of the ad).
- IV. The Public Meeting should be held after 5:00 P.M. (local time) and should be in a building that is easily found and highly accessible. A sign-in sheet should be made available to everyone, and should be included as an addendum to this document.
- d. Maintain at least one copy of the EID in a public facility (the City/Town Hall, the Board/Authority Office, the local Library, the place of the meeting or the local Post Office) for public review from the first day in which any advertisement is published through the time of the public meeting. The advertisement(s) should inform the public of the existence of this document, the location of this document during business hours, and that this document is for public review.
- e. The agenda should follow the following format.
 - I. The Representative should be introduced and provide an overview of the project.
 - II. The selection of the funding source(s) should be discussed.
 - III. The new rate structure (if applicable) and fee structure (if applicable) should be discussed.
 - IV. A period of question and answer should be allowed after all discussion in complete.
- f. Provide a copy of the minutes of the meeting and a list of the questions and answers as an addendum to this document.

10. Internet Links.

The following links are provided in order to facilitate the gathering of certain information required in the EID. These links are not the only source for this information. These links are provided solely as a courtesy. Alabama Department of Environmental Management staff has found that the target Web site may contain useful information. Because ADEM has no control over the posting of material to this target Web site, the department cannot take responsibility for the validity of its contents. Please e-mail any comments, or if you encounter an inactive link, to ADEM.

- 1. <https://ejscreen.epa.gov/mapper/> Environmental Justice Map
- 2. <https://www.ncdc.noaa.gov/cdo-web/search> Climate Data
- 3. <http://www.fws.gov> U.S. Fish & Wildlife Service
- 4. <http://www.usace.army.mil/> U.S. Army Corps of Engineers
- 5. <https://ahc.alabama.gov/> Alabama Historical Commission