

# **Project Planning Advances for Wastewater, Surface Water, and Drinking Water Projects**

## **Guidelines and Application**



State Of Delaware  
DNREC/Office of the Secretary/Environmental Finance and DHSS/Division of Public  
Health/ODW

**Delaware Water Infrastructure Advisory Council**

July 2015

## **GENERAL INFORMATION**

Funding in form of a Project Planning Advance is available to assist municipalities in preparing Preliminary Engineering Reports (PERs) and Environmental Information Documents (EIDs). Upon completion of the reports, municipalities will be required to submit a CWSRF or DWSRF Project Notice-of-Intent (NOI) for the proposed project and subsequently apply for an SRF Loan. The project planning advances are funded from the respective Non-Federal Administrative Accounts for the CWSRF and DWSRF programs.

Municipalities are eligible to receive up to \$100,000 to complete a CWSRF or a DWSRF PER and EID per year. Municipalities are allowed to submit two applications per state fiscal year. The Water Infrastructure Advisory Council (WIAC) may adjust or recommend additional funding allocation if needed based on CWSRF and DWSRF Non-Federal Administrative Account budget constraints.

## **ELIGIBLE APPLICANTS AND PROJECTS**

- a) Only municipalities are eligible to submit applications for project planning advances.
- b) Only PERs and EIDs are eligible to be funded through project planning advances.
- c) PER for projects jointly funded with USDA are eligible

## **FUNDING LIMITATIONS, PRIORITY, AND APPROVAL**

Each fiscal year the WIAC allocates funding from the CWSRF Non-Federal Administrative Account (NFAA) to fund the project planning advances. Funds are available until exhausted. A brief overview of each application that meets the requirements will be presented to the WIAC for approval. Although WIAC approval is required for each application, the Secretaries of DNREC and DHSS have sole authority for approval of funds from the SRF Non-Federal Administrative Accounts. After approval from the respective departments, a purchase order will be created for the full amount of the PER and/or EID report.

## **SUBMISSION DATES**

Municipalities may submit a Project Planning Advances Application at any time during the year. Environmental Finance or DWSRF program will presents project planning advances to the WIAC at the next meeting. .

## **ROLE OF THE PROJECT MANAGER**

An Environmental Finance or DWSRF program project manager will be assigned to each project planning advance. The role of the project manager is to review the pay requests and project deliverables. The project manager will also request periodic status reports from those doing the work. Payment will not be made until the assigned project manager has signed off on the work completed.

After the PER and EID documents have been completed, one hundred percent (100%) of the cost of the reports will be reimbursed. After the proposed CWSRF or DWSRF loan has closed, fifty percent (50%) of the costs would be funded from the loan proceeds and reimburse the NFAA. If a public referendum for a proposed CWSRF or DWSRF project or loan fails to pass, a municipality would be required to submit documentation; project or loan information provided to the public; notice of the public referendum and official outcome. In the case of a failed public referendum one hundred percent (100%) of the project planning advance would be forgiven.

## **REPORT GUIDELINES**

A **Preliminary Engineering Report (PER)** is an engineering plan of study that must follow the PER guidelines from the CWSRF/DWSRF Governmental Funding Application or the Interagency PER format.

An **Environmental Information Document (EID)** is a document that discusses the proposed project and its possible environmental impacts. The EID must follow the EID guidelines from the CWSRF/DWSRF Governmental Funding Application.

## INSTRUCTIONS

### **A. Application Cover Sheet and Check List:** Self Explanatory

1. The municipality must submit a resolution adopted by the governing body approving the planning project advance.
2. In cases when a municipality is sending wastewater to a treatment plant under the control of another entity, the municipality must submit a copy of a letter sent to the regional (or county) wastewater utility advising the regional (or county) utility of the municipality's planning activities. The letter must address coordination of the local utility planning process with that of the regional (or county) utility.

### **B. Information Sheet:** Self Explanatory

### **C. Scope of Work Document:** This document should be no longer than two or three pages and address *all* of the following items:

1. A description of the work to be completed.
2. Planning period.
3. Date of the most recent wastewater facilities plan (if applicable).
4. Deliverables associated with the project planning advance: Preliminary Engineering Report and the Environmental Information Document.

### **D.** Please attach the Scope of Work document to the application.

# **A. Application Cover Sheet and Check List**

Wastewater or Drinking Water Utility Name:

Date of Application:

## **Check List for Application Materials**

Cover Sheet (This sheet)

Project Planning Advance Application (attached to application)

Approval Resolution (attached to application)

Letter(s) to the Regional Wastewater Facility (attached to application), if applicable

Scope of Work Document (attached to application)

Annual Project Budget (attached to application)

## **B. Information Sheet**

### **Municipality Contact Information:**

Contact Name:

Contact Phone:

Contact Email

### **Consultant Contact Information:**

Consulting Firm:

Contact Name:

Contact Phone:

Contact Email:

### **Project Name, Description, and Dates:**

Project Name

Project Description

Project Start Date:

Project Completion Date:

### **Cost Summary:**

Project Planning Advance Request:

Estimated Total Project Cost:

Name of Authorizing Representative

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Signature of Authorizing Representative

Date