Drinking Water State Revolving Fund Program

Douglas Building, 3900 Commonwealth Blvd, Tallahassee, Florida 32399-3000

The information in this Request for Inclusion (RFI) application is used to determine project eligibility and priority scoring. The priority score is used to rank projects for placement on the State Revolving Fund (SRF) priority list. Only projects placed on the fundable portion of the priority list receive consideration for a loan. Please note that costs incurred before the adoption of the project on the fundable or waiting portion of the priority list ~~at a public meeting~~ are not eligible for reimbursement. ~~The loan service fee, based on a percentage of the loan amount, will be determined in accordance with 62-552.200(18), F.A.C.~~

***~~Please Note: This application must be completed in its entirety before it can be processed to determine sponsor eligibility~~***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Applicant's Name and Address.** | | | | | | | | | | | | | | | | | | | | | | | |
| Project Sponsor: | |  | | | | | Contact Person: | |  | | | | Title: | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| (street address) | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | |  | | | | | | | | |  | |  | |
| (city) | | | | | | | |  | | (county) | | | | | | | | |  | | (zip code) | |
|  | |  |  |  |  | | |  | |  | | | | | | | | | | | | |
| (telephone) (ext.) | | | |  |  | | |  | | (e-mail) | | | | | | | | | | | | |
| Contact Person Address (if different): | | | | | |  | | | | |  | | | | | |  | | | | |  |
|  | | | | | | (street address) (city) (state) (zip code) | | | | | | | | | | | | | | | | |
| **2. Name and Address of Applicant's Consultant (if any).** | | | | | | | | | | | | | | | | | | | | | | |
| Firm: |  | | | | | | | Contact Person: | |  | | | | Title: | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| (street address) | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | |  | |  | | | | | | | |  | | |
| (city) | | | | | | | |  | | (zip code) | | | | | | | |  | | | | |
|  | |  |  |  |  | | |  | |  | | | | | | | | | | | | |
| (telephone) (ext.) | | | |  |  | | |  | | (e-mail) | | | | | | | | | | | | |

**3. Type of Loan Requested in this Application.** Select only one loan category and project type.

|  |  |  |  |
| --- | --- | --- | --- |
| Planning Loan | Design Loan | Planning and Design Loan | Construction Loan |

~~Select Type of~~ Project Type: Design/Bid/Build  Design/Build (D/B)  Construction Manager at Risk (CM~~A~~R)

Note: Procurement of professional services must meet the requirements of the Consultants’ Competitive Negotiation Act, Section 287.055, F.S.

***Eligibility for a Loan****.* In order to be considered for a priority listing, the following conditions must be met:

* The respondent to this solicitation must qualify as a “project sponsor” as defined in subsection 62-552.200(2~~6~~7), F.A.C.;
* The minimum construction loan amount is $75,000;
* The project sponsor must agree to submit biddable plans and specifications within 1-year after ~~being placed on the fundable portion of the priority list~~ execution of the loan agreement to qualify for a combined planning and design loan; and
* The project is part of a public water system as defined in subsection 62-552.200(2~~7~~8), F.A.C., and may include drinking water supply, storage, transmission, treatment, disinfection, distribution, residuals management, and appurtenant facilities.

**4. Median Household Income, Population and Principal Forgiveness Percentage (PF%).**~~Is project sponsor eligible for a loan with principal forgiveness? Yes  No  (see eligibility requirements below). All applicants must complete a. and b. below.~~

~~1.~~ a. Median household income (MHI):            (~~per recent ACS 5-yr estimate~~ current U.S. Census ~~Bureau~~ data or verifiable estimates)

~~2.~~ b. State median household income (SMHI):            (~~per recent ACS 5-yr estimate~~ current U.S. Census ~~Bureau~~ data)

~~3.~~ c. Population (P) served            = ~~(no.~~ number of service connections ~~x~~            times 2.5 persons~~/~~per connection~~,~~ to include proposed connections~~)~~.

~~a.~~ d. Is the project sponsor applying for a planning and/or design loan with principal forgiveness? Yes  No . If yes, then PF is 50%. *Only a sponsor that ~~directly~~ qualifies as a financially disadvantaged small community is eligible for a planning and/or design loan with ~~principal forgiveness~~ PF.*

~~b.~~ e. Is the project sponsor applying for a construction loan with principal forgiveness? Yes  No . If yes, then ~~calculate~~  PF% is calculated using the formula: *PF% = 1760/9 – 160 x (MHI/SMHI) – 7/4500 x P.* ~~All applicants must complete 1. through 5. below.~~

~~4.~~ Calculate PF% for a construction loan using above formula:            (minimum 20% and maximum 90%).*~~20% principal forgiveness if MHI < SMHI and P > 10,000 or 0% if MHI > SMHI, unless sponsor is specifically exempted.~~*

~~A maximum of 50% principal forgiveness if the sponsor is connecting a disadvantaged community or a separate water system as defined below.~~

If the sponsor is connecting a financially disadvantaged small community as defined below, a maximum 50% PF may be available.

~~5.Select Type of Project Sponsor:~~

~~Disadvantaged/Small Disadvantaged Only Separate or Connecting Disadvantaged/Small Other~~

Please note that the calculated PF% is an estimate and the actual percentage will be determined by the Department. ~~The maximum principal forgiveness percentage for a construction loan is 90% and the minimum is 20%. A qualifying sponsor is eligible to receive a maximum 50% principal forgiveness for the costs to complete an asset management plan in accordance with 62-552.700(7), F.A.C., if part of a construction loan.~~ The amount of loan available with principal forgiveness for a project is dependent upon the amount of funds allocated ~~funds~~ for the fiscal year.

*Eligibility for a loan with principal forgiveness.*In order to be considered for a loan with principal forgiveness, the following conditions must be met:

* The project sponsor must qualify as a financially disadvantaged small community public water system as defined in Rule 62-552.200, F.A.C., unless the sponsor is specifically exempted from this requirement.
* The median household income (MHI) of the sponsor’s service area must be less than the state median household income (SMHI) as reported from the ~~most recent~~ current U.S. C~~c~~ensus data or from verifiable estimates, unless the sponsor is specifically exempted from this requirement.
* The population (P) of the sponsor’s service area must be less than 10,000 (to include~~ing~~ population from future connections proposed by the project), unless the sponsor is specifically exempted from this requirement.
* The project sponsor is allowed only one open loan with principal forgiveness. A loan ~~shall be considered~~ is deemed open until the final disbursement of the project has been paid by the department.
* A project sponsor is eligible for a construction loan with principal forgiveness (maximum 50%) if connecting a community with less than 250 residential wells; an existing public water system with less than 250 service connections; or a separate, non-interconnected public water system owned by the sponsor. The project area must qualify as a financially disadvantaged small community.
* ~~A sponsor that connects less than 250 residential private wells or connects an existing public water system with less than 250service connections is eligible for a construction loan with principal forgiveness up to a maximum of 50% if the connected community qualifies as financially disadvantaged.~~
* ~~•A sponsor that owns and operates a separate, non-interconnected, public water system that qualifies as a financially disadvantaged small community, regardless of the number of systems owned and operated by the sponsor, is eligible for a construction loan with principal forgiveness for that system up to a maximum of 50%.~~
* A financially disadvantaged community with a population of 10,000 or more is eligible for a construction loan with 20% principal forgiveness if dollars are available after funding all eligible ~~small~~ financially disadvantaged small communities.
* A project sponsor that is a for-profit entity is not eligible for principal forgiveness.
* A construction project for a financially disadvantaged small community that uses a Construction Manager at Risk delivery method is ineligible for principal forgiveness.

**5. Interest Rate Percentage.**

The interest rate for a loan with the Department is determined using the following formula:

% of MR = 40 x (MHI/SMHI) + 15 % of MR = Percentage of Market Rate.

Calculate and ~~complete~~ enter the % of MR below:

% of MR for a loan:            (35% < % of MR < 75%)

Please note that the calculated % of MR is an estimate and the actual interest rate will be determined by the Department. ~~The market rate shall be established using the Thomson Publishing Corporation’s “Bond Buyer” 20-Bond GO Index. Projects with a drinking water supply component as defined in 403.8532(9)(a), F.S. or a water conservation component per 62-552.300(1)(e)1.d.; and sponsors with an accepted/implemented asset management plan may qualify for additional interest rate reductions in accordance with 62-552.300(6)(b), F.A.C. Interest rate reductions are also available for implementation of EPA’s Davis-Bacon (DB) and American Iron & Steel (AIS) requirements.~~ The interest rate for a loan shall not be less than ~~zero~~0.2 percent.

**6. Base Priority Score.** Each project shall receive a base priority score (BPS) dependent on the weighted average of its components. The BPS shall be determined using the below formula where CPS means the component priority score and CCC means component construction cost.

*BPS = [CPS1 x CCC1 + … + CPSn x CCCn]/Total Construction Cost*

*Select each component and component score in Table 1 below that apply to the project, ~~fill in the~~ enter the estimated construction costs, and calculate the base priority score.*

* Component priority scores that are based on contaminant levels must be justified by sample analytical data (see exception in notes at bottom of Table 1). ~~The date that samples were collected must be less than 24-months from the date of submittal of a Request for Inclusion. The sampling data must show an ongoing and current problem with a drinking water quality standard.~~ The date of sample collection must be less than 24-months from the submittal date of the Request for Inclusion.
* The project sponsor must provide documentation demonstrating that contaminant levels (e.g. disinfection byproducts) cannot be reduced by adjusting system operations, if applicable.
* A compliance-1 category component score of 400 points, if selected in Table 1, must be supported by documentation demonstrating the need for the project; otherwise, a component score of 300 points shall be assigned.

*Table 1*

|  |  |  |
| --- | --- | --- |
| **Project Component**  ***(Check all items that apply)*** | **Component Priority Score** | **Component Construction Cost** |
| **Acute Public Health Risk**  **1a.** E-Coli or Fecal Coliform Exceed MCL (62-550.310(5), F.A.C.)  **1b.** Nitrate, Nitrite, or Total Nitrogen Exceed MCL (62-550.310(1), F.A.C., Table 1)  **1c.** Lead or Copper Exceed Action Level (62-550.800, F.A.C)  **1d.** Surface Water Filtration/Disinfection Noncompliance (62-550.817(2), F.A.C.) | 800 points |  |
| **Potential Acute Public Health Risk**  **2a.** Nitrate, Nitrite, or Total Nitrogen 50% of MCL (62-550.310(1), F.A.C., Table 1)  **2b.** Microbiologicals Exceed MCL (62-550.310(5), F.A.C.)  **2c.** Surface Water Enhanced Filtration/Disinfection Noncompliance (62-550.817(3), F.A.C.)  **2d.** State Health Certification of Acute Health Risk, Unregulated Microbiological Contaminant  **2e.** Violation of Disinfection Requirements (62-555.320(12), F.A.C.) | 700 points |  |
| **Chronic Public Health Risk**  **3a.** Inorganic/Organic Contaminant Exceed MCL (62-550.310(1) & (4), F.A.C., Tables 1,4,5)  **3b.** Disinfection Byproducts Exceed MCL (62-550.310(3), F.A.C., Table 3)  **3c.** Radionuclides Exceed MCL (62-550.310(6), F.A.C) | 600 points |  |
| **Potential Chronic Public Health Risk**  **4a.** Inorganic/Organic Contaminant 50% of MCL (62-550.310(1) & (4), F.A.C., Tables 1,4,5)  **4b.** Disinfection Byproducts 80% of MCL (62-550.310(3), F.A.C., Table 3)  **4c.** State Health Certification of Chronic Health Risk, Unregulated Chemical Contaminant | 500 points |  |
| **Compliance-1~~/System does not meet or requires the following:~~ Projects (must have documentation attached or will default to Compliance-2)**  **5a.** Infrastructure upgrades to facilities undersized, exceed useful life, or with equipment failures  **5b.** Insufficient water supply source, treatment capacity, or storage  **5c.** Water distribution system pressure less than 20 psi  **5d.** Eliminate dead ends and provide adequate looping in a distribution system  **5e.** Replace distribution mains to correct continual leaks, pipe breaks, and water outages  **5f.** New water system or extension of existing system to replace contaminated or low yield wells  **5g.** Lack of significant safety measures (e.g. chemical containment)  **5h.** Secondary Contaminant MCL Exceedance (62-550.320, F.A.C.)  **5i.** Drinking water supply project as defined in 403.8532(9)(a), F.S. | 400 points |  |
| **Compliance-2~~/System does not meet or requires the following:~~ Projects**  **6a.** Treatment, Storage, Power, and Distribution Requirements (62-555.320, F.A.C)  **6b.** Minimum Required Number of Wells (62-555.315(2), F.A.C)  **6c.** Well Set-back and Construction Requirements (62-555.312 and 62-555.315, F.A.C)  **6d.** Cross-Connection Control Requirements (62-555.360, F.A.C)  **6e.** Physical Security Project Documented in a Vulnerability Analysis  **6f.** Consolidation or regionalization of public water systems  **6g.** Water or Energy Conservation Project | 300 points |  |
| **7.** **All Other Projects** (including land or public water system acquisition projects) | 100 points |  |

***Note: ~~If~~*** Item 2d. ~~or~~ and 4c. of Table 1 ~~is selected, then~~ requires a State Health Officer ~~must~~ to complete the form “Certification of a Public Health Risk”. If 50% or more of ~~residential~~ wells meet contaminant levels in Table 1, then ~~check the appropriate public~~ select the health risk category that applies. Flooded wells and wells under the direct influence of surface water are considered an unregulated microbiological potential acute public health risk and require documentation of occurrence in lieu of sampling data.

**7. Affordability Score.** The extent of affordability existing in a small community to be served by the project shall be reflected in the priority score. Points shall be awarded based upon two affordability criteria: ~~namely,~~ median household income (MHI) and ~~service area~~ population (P) served. These points are to be added to the base priority score. Calculate the affordability score using the following formulas:

*Affordability Score = (MHI Score + Population Score)*

*MHI Score = 100 x (1.00 – MHI/SMHI) z*ero < MHI score < 75, rounded to nearest whole number

*Population Score = 50.0 - (P/200) p*opulation score > zero, rounded to nearest whole number

**8. Water Conservation Score.** A project sponsor with a qualifying water conservation project is eligible to receive an additional 100 points added to their base priority score if the sponsor provides a water conservation plan in accordance with EPA’s Water Conservation Plan Guidelines ~~web site https://www3.epa.gov/watersense/pubs/guide.html,~~ document number EPA-832-D-98-001, August 6, 1998. ~~The sponsor must also demonstrate that the proposed project meets the objective of the conservation plan.~~

**9. Total Priority Score.** The total priority score equals the base priority score plus the affordability score. Complete a. through c. below.

1. Base priority score:       points.
2. Affordability score:       points (> zero).
3. Water Conservation score:       points.
4. Total priority score:       points (sum of items a. and c.)

**10. Estimated Project Cost.** Complete a. through ~~k~~ i. below.

(~~Indicate~~ Enter $0 if activity is not applicable)

|  |  |  |
| --- | --- | --- |
| *Project Activity* |  | *Cost* |
| a. Planning. |  |  |
| b. Design (not applicable if a D/B project). |  |  |
| ~~c. Technical services per 62-552.300(3)(h), F.A.C., for planning and design~~ |  |  |
| ~~d. Administration before bid opening (only include if not part of procurement in ‘f’ below)~~ |  |  |
| ~~e~~ c. Eligible land (necessary land divided by total land times purchase price). |  |  |
| ~~f~~ d. Constr., equip., material, demo. & related procurement (include design if D/B project). |  |  |
| ~~g. Administration during construction and after bid opening.~~ |  |  |
| ~~h~~ e. Construction contingency (10% of ‘d’, only applicable for Design/Bid/Build projects). |  |  |
| ~~i~~ f. Technical services during construction and after bid opening. |  |  |
| ~~j~~ g. Asset management plan per 62-552.700(7), F.A.C. |  |  |
| ~~k~~ h. Total project costs (sum of a. through ~~j~~ g.). |  |  |
| i. Loan amount requested by the sponsor in this RFI (assume no principal forgiveness). |  |  |

List all funding sources including grants for this project:

**11. Project Schedule.** Complete a. through d. below.

|  |  |
| --- | --- |
| *Project Activity* | *(M/D/YY)* |
| 1. Submit planning documents. |  |
| 1. Submit design/bid documents or RFQ/RFP for CM~~A~~R & D/B projects. |  |
| 1. Start construction. |  |
| 1. Complete construction. |  |

**12. Project Information.** Provide the following information, if applicable. *(Check all items that are attached to this RFI)*

Project description, location with lat/long (degrees), water system PWS ID, and project need *(this is a required attachment)*.

Map of city~~/~~ and county limits, existing~~/~~ and proposed service area, and project area *(this is a required attachment)*.

Lab data, lab data~~/~~ with operational records, or substantiated documentation in lieu of lab data for public health risk projects.

“Certification of a Public Health Risk” form completed by a State Health Officer.

Supporting documentation for projects identified under the C~~c~~ompliance-1 project categories of Table 1 above.

Detailed project schedule ~~showing~~ of plans~~/~~ & specs completion within 1-year of loan execution date for a ~~combined~~ planning~~/~~ & design loan.

MHI supporting documentation if MHI not taken from ~~the most recent ACS 5-yr estimate of the~~ current U.S. Census ~~Bureau~~ data.

Water Conservation Plan~~, including demonstration that~~ for project that meets plan objectives.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **~~13.~~ Certification by an Authorized Representative.** I certify that this form and attachments have been completed by me or at my direction and that the information presented herein is, to the best of my knowledge, accurate and true. | | | | |
|  |  |  |  |  |
| (signature) |  | (date) (e-mail) | | |
|  |  |  | | |
| (print name) |  | (print title) | | |

*Email the completed RFI form with attachments to* [SRF\_Reporting@dep.state.fl.us](mailto:SRF_Reporting@dep.state.fl.us) *or mail to the Florida Department of Environmental Protection, State Revolving Fund Program,* 3900 Commonwealth Blvd, Tallahassee, Florida 32399-3000*.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **~~For DEP Use Only~~** | ~~Project Number~~ | ~~Priority Score~~ | ~~Total Project Cost~~ | ~~Pop~~ | ~~MHI~~ | ~~SMHI~~ | ~~PF%~~ | ~~% of MR~~ | ~~Attachments~~  ~~Complete?~~ | ~~RFI Complete?~~ |
| ~~DW~~ |  |  |  |  |  |  |  | ~~Yes  No~~ | ~~Yes  No~~ |
| ~~DEP Comments:~~ |  | | | | | | | | |