

SUPPLEMENTAL INSTRUCTIONS FOR COMPLETING THE REQUEST FOR
INCLUSION FORM - RFI 1
CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN PROGRAM

For each project, submit the completed form with original signature and attachments at SRF_Reporting@dep.state.fl.us, or send to:

Department of Environmental Protection
State Revolving Fund Program
3900 Commonwealth Blvd. MS 3505
Tallahassee, Florida 32399

If you have questions, program staff contact information can found at <http://www.dep.state.fl.us/water/wff/contacts.htm>.

Item numbers in these instructions correspond to the form.

- Items 1.** Contact information for the project sponsor.
- Item 2.** The services of a registered professional consultant is recommended, but not required.
- Item 3.** The RFI form for a Section 212 wastewater/stormwater project may be signed by any duly elected or appointed official of the local government/district/authority. For a Section 319/320 nonpoint source project, the RFI form must be signed by the person who will ultimately sign the binding loan agreement (usually the owner of the private enterprise).
- Item 4.** Explanation of the various types of projects that are eligible for CWSRF funding.
- Item 5.** Attach information as described below.
- Item 5a.** Describe the project specifically in an attachment to the request for inclusion form. Include the name and capacity (both existing and proposed) of facilities.

For treatment facilities, explain if the project is to improve the level of treatment and/or to provide additional capacity (upgrade, expand, or both).

The following example illustrates the type of information that should be provided in the project description for a wastewater project:

“Expand the existing 4.5 mgd secondary treatment Main Street Facilities to 6.5 mgd and upgrade the plant to provide advanced secondary treatment. Construct a reclaimed water transmission and spray irrigation distribution system. The existing discharge to surface water will be eliminated. Also, construct a collection system for the Loblolly Bay Subdivision.”

Or, for a stormwater project:

“Construct an upland detention pond for the SW quadrant; clean and re-grade roadside ditches and swales adjacent to Clear Creek; replace 36” culverts with 48” culverts at South and Main intersection; Construct pumping station and force main to transport overflow to overland treatment system at Pristine Park.”

The descriptions for nonpoint source projects to be implemented under Sections 319/320 for agriculture, silviculture, mining, marina, brownfield or groundwater protection can vary so widely that it is not possible to cite a specific example, but a description should include the same principal elements which describe the scope and scale of existing and future conditions.

Item 5b. Attach maps showing system boundaries, existing and proposed service area, and project area.

Item 6. If the construction loan project requires more than approximately \$20 million from an SRF loan, the applicant should plan for segmented funding. The funding limit to any one applicant is limited to not more than 25% of the funds available for the fiscal year.

Note: A one-time loan origination fee is charged for each loan (and loan increase). The fee is 2% of the total loan amount and will be amortized in the loan repayment schedule.

Item 6a. If a planning or SSES loan is requested, enter the costs here.

Item 6b. If a design loan is requested, enter the design cost here.

Item 6c. Technical services for specialized field studies and tests such as soil and hydrogeological tests, geotechnical evaluations, sewer system evaluations, surveys, wetland delineations, environmental impact statements, and appraisals for eligible land are also eligible costs.

Item 6d. If land costs are to be included in the loan, enter the total cost here. Note that funding shall be limited to the fair market value of the acreage of land necessary for and integral to the treatment process, including the zone of discharge. If additional land is purchased, the eligible amount shall be the acreage of land necessary for treatment divided by the total area purchased times the purchase price.

Item 6e. Enter the total estimated cost for construction here.

Item 6f. A budget line item may be set up for contingencies not to exceed 10% if costs are unknown and 5% if costs are known for the total cost of construction, equipment, materials, and demolition. The contingency for eligible land is 10% if costs are unknown and zero when the costs are known.

Item 6g. Technical services for construction management, inspection, claims management, project supervision, preparation of record drawings, operator training and preparation of operation and maintenance manuals, and legal services, are allowable costs.

Item 6h. Sum of items f. through g. This is the total project cost.

Item 7. Self explanatory

Item 8. Self explanatory

Item 9a. The cost associated with each component of the priority system should be entered next to the appropriated priority score.

Item 9b. Check any box that may apply.

Item 9c. Self explanatory.