

**State of Connecticut – Department of Public Health  
Drinking Water State Revolving Fund**

**ELIGIBILITY APPLICATION INSTRUCTIONS**

These instructions have been prepared to help eligible public water systems (PWS) complete and submit the Drinking Water State Revolving Fund (DWSRF) Eligibility Application. This application is for use by all eligible PWS for all types of projects, other than those submitted under the Emergency Power Generator Program (EPGP) (see specific EPGP Eligibility Application) and Small Loan Program (SLP) (see specific SLP Eligibility Application). The EPGP funds only small generator projects with a total project cost of less than \$100,000. The SLP is for the purchase and installation of drinking water equipment costing less than \$100,000. The SLP is only available for projects that do not involve the construction of new facilities, renovation of existing buildings, demolition or site work. Some questions may not be appropriate for your particular water system, or the choices for your response may not be complete. Please attach additional information if necessary to adequately respond to specific questions. An incomplete application may significantly affect the review process and/or your application status.

Prior to submission of the Eligibility Application to the Department of Public Health (DPH), please be sure that you have included the appropriate documentation and you have included your public water system name in the upper left-hand corner of each page that you submit, including attachments.

The DWSRF program was established by Connecticut General Statutes (CGS) Section 22a-475 through Section 22a-483, as amended. Pursuant to CGS Section 22a-482, the Commissioner of Public Health is required to adopt regulations to carry out the purpose of the state statutes governing the operation of the DWSRF program. The DPH is in the process of developing dedicated DWSRF regulations. Pending the adoption of such regulations, all applicants that receive DWSRF assistance must comply with Section 22a-482-1 through Section 22a-482-4 of the Regulations of Connecticut State Agencies, except as may be waived by the Commissioner of Public Health.

If you need assistance in completing this application, please contact the Drinking Water Section at [DPH.DWSRF@ct.gov](mailto:DPH.DWSRF@ct.gov).

**Project name/title and PWS name**

The title by which the project will be referred to in correspondence.

Legal Name of Public Water System under which this application is submitted and as the applicant is incorporated as a legal entity. This may be slightly different from the normal PWS name.

**Project Representative/Contact Person**

Authorized Representative: Name and contact information of the individual that signs the Eligibility Application. Please include the title or relationship to the water system.

Project Contact Person: Name and contact information of another individual that you wish to include as a contact for information about the project. Please include the title or relationship to the water system.

**Water System Type and Servicing**

System Type—Please check the box corresponding to the classification of water system. For purposes of this application, Non-Profit Non-Community includes both Non-Transient and Transient Non-Community systems that are not-for-profit.

Municipally-owned water companies do not include public regional water districts or commissions. For municipally-owned PWSs, the Municipal Plan of Conservation and Development must be current in order to receive any DWSRF funding.

Provide the total population served by the PWS. Also provide only the population that will be affected by this project. e.g. for replacement of a section of water main, the population affected by the project will be those served by this section of water main. Provide the total number of service connections currently being supplied water by the PWS. Provide only the number of service connections that will be affected by this project.

If this project will increase the number of service connections supplied by the applicant PWS either by (a) consolidating another existing PWS or (b) connecting homes that are currently supplied water by a private well that has exceeded an MCL or Action Level, the appropriate System Consolidation Project Form must be completed and submitted with the EA.

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If this project will increase the number of service connections, but does not fall under (a) or (b), please provide an explanation of the situation. Service Connection e.g., a 20-unit apartment building is 20 connections; a four-bedroom house is one connection.

If the PWS is regulated by the Department of Energy and Environmental Protection (DEEP) Public Utilities Regulatory Authority (PURA), a Construction Work in Progress form may need to be completed. Contact PURA for additional information at (860) 827-1553.

**Project Costs – Amount of DWSRF Request**

Provide the total estimated project cost and the breakdown of the amount that is being requested from the State of Connecticut DWSRF Program for the total project (planning, design and construction), and any amount from other sources. Costs may include funds for contingencies, loan closing, and/or easement or land purchases. Any purchase of land or easement must be necessary and directly related to the project in order to be considered for DWSRF funding. The amount noted here can change if necessary should you proceed further in the process and submit a Financial Assistance Application.

Basis of estimate: Some examples include: a) Engineer’s estimate; b) Feasibility study; c) Operator estimate; d) Construction bids; e) Previous construction costs; f) Actual costs (with short term financing); g) Option to purchase land or easement.

Check the appropriate boxes for the categories you are seeking DWSRF funding. Include the anticipated procurement month and year and contract execution month and year. This information will help the DWS compare your project timeline within the requirements of the DWSRF process. Also include the estimated amount of DWSRF funding that you are seeking for each category. If the DWSRF funding request includes land purchase, easement, closing cost, or contingencies, please check the appropriate box. This can change if necessary should you proceed further in the process and submit a Financial Assistance Application.

If you have already retained an engineer or consultant to provide any services related to this project, list those here. Please note that in order to be eligible for DWSRF funding, no contract can have been executed prior to DWS approval.

**Project Description**

Please provide a brief description of the project including how the project will address any existing DPH violations and Orders. Include what impact this project will have on/for the PWS. If possible, please include an approximate age of the current infrastructure in your description. Some examples include: a) Replace 1,000 feet of 100-year-old transmission main that has exceeded its useful service life; b) Rehabilitate a 50-year-old 50,000 gallon storage tank (please provide details on the rehabilitation); c) Purchase land or obtain easement for source protection; (A detailed description of need for land purchase or conservation easement should be provided which identifies potential sources of contamination addressed including their location relative to the water source). If this request is for design or construction, indicate why this project is the preferred option, if other options were considered. (Note that in general, all projects require a Preliminary Engineering Report or similar project planning document which evaluated options and discussed why the selected option was chosen, unless otherwise specifically exempted.) If security measures will be taken as part of this project, please include it in the project description.

**Project location**

Provide the closest physical street address to where the project will occur. If available, also provide the Global Positioning System (GPS) coordinates of the project location. This information may be obtained from utilizing a hand-held navigation device or mapping websites. If the project is a water main, provide the GPS coordinates for the start and end points of the main.

Attach a map identifying the project location which shows important land features and characteristics and other environmental information, in addition to named roads and water bodies. The map will be used for location and environmental reviews. Information such as floodways, flood areas, and DEEP’s Natural Diversity Database (NDDB) areas should be included.

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**Environmental Considerations**

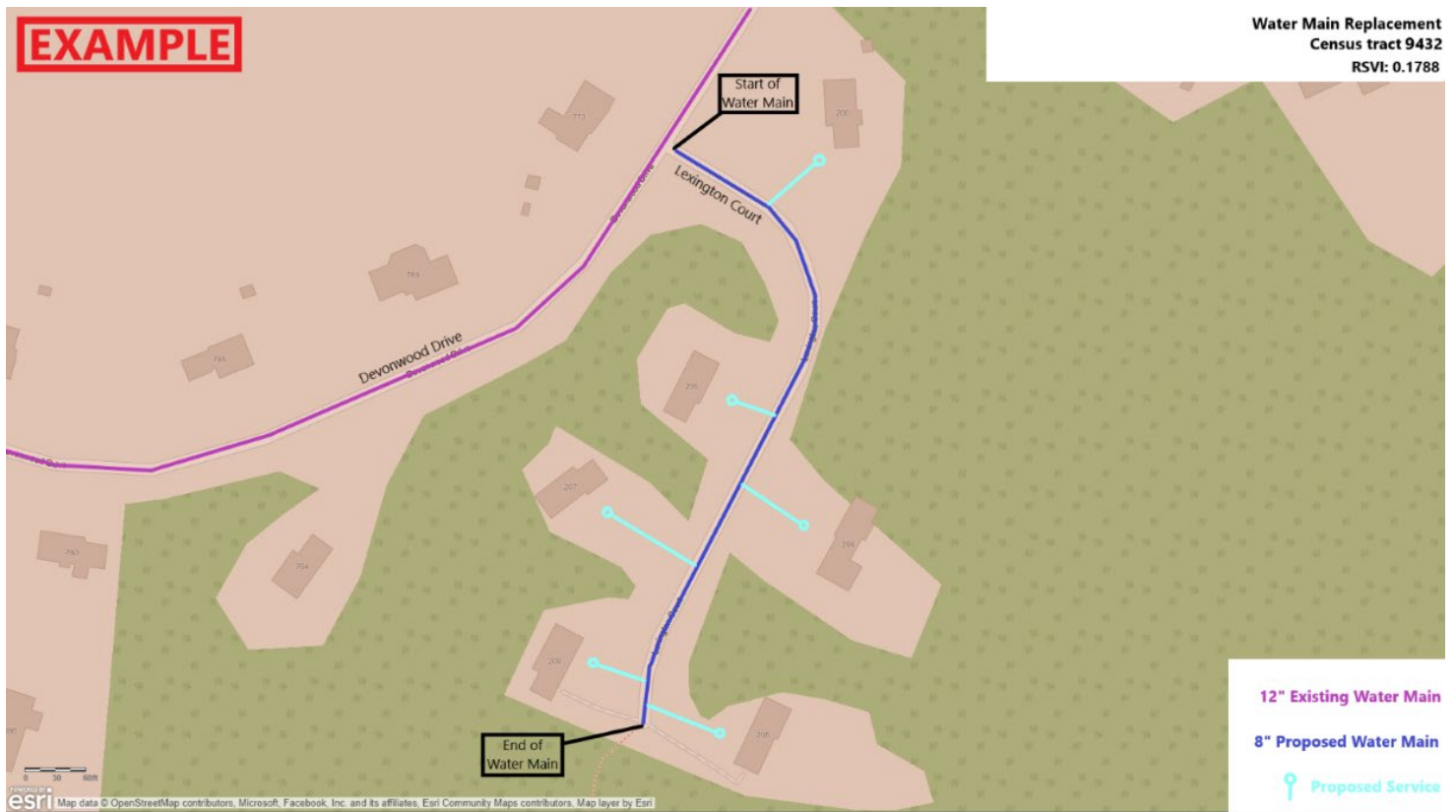
This question seeks to identify items not already covered within the application that could possibly delay a project, including environmental considerations.

**Project Benefits and Area of Impact**

This section is intended to assist in determining the project's qualification for the Disadvantaged Community Assistance Program (DCAP) as identified in the current DWSRF Annual Intended Use Plan. If the project meets such conditions, it may be eligible for additional subsidization under the DCAP. These criteria are further explained in the DWSRF Annual Intended Use Plan in the DCAP. Please attach a scaled map that clearly shows the part(s) of the water system's service area which will be directly impacted by the project. For example, a water main replacement project will directly impact the customers with services connected to the segment(s) of main to be replaced. A transmission main project may impact all customers downstream of the segment(s) being replaced. A pump station, treatment plant, storage tank, etc. will impact all customers in the associated service area of that infrastructure improvement. Please attach a map that overlays the water system's service area which will be directly impacted by the project with the census tracts derived using the US Census Bureau's American Community Survey 5-Year Estimate for the years 2015-2019. In addition to the census tract map, please list the census tract identification numbers. [The Disadvantaged Community Index GIS mapping tool is available on the DWSRF website.](#)

Examples:

**Single-Census Tract Project**



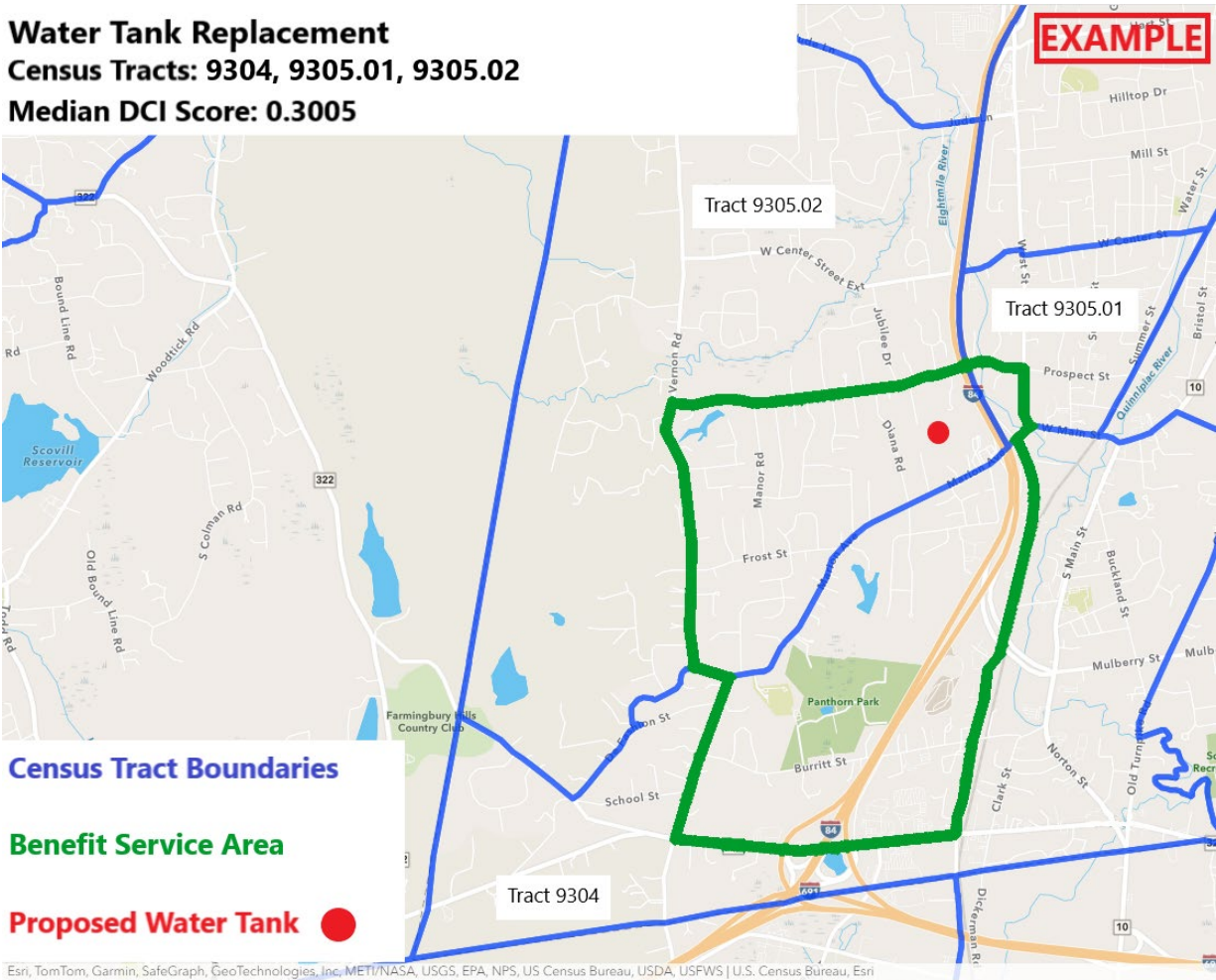
Tract Number	DCI Score
9432	0.1768
<b>Median</b>	<b>0.1768</b>

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**Multi-Census Tract Project**

**Water Tank Replacement**  
**Census Tracts: 9304, 9305.01, 9305.02**  
**Median DCI Score: 0.3005**



Tract Number	DCI Score
9304	0.3005
9305.01	0.2391
9305.02	0.4065
<b>Median</b>	<b>0.3005</b>

Please include an explanation of the public health benefits of this project. Examples of project benefits include improvements to the water source, treatment or distribution which enhance public health or minimize the risk to public health by the prevention of contamination of sources of public drinking water, or energy or water efficiency improvements or green infrastructure. Refer also to the “Green Project Reserve”.

**Asset and Fiscal Management Plans**

Public Act No. 18-168 §61 requires Asset and Fiscal Management Plans for small community water systems. These plans must be in place by January 1, 2021. These plans are recommended for all community water systems. In order for a small water system to be eligible for federal subsidy with a DWSRF loan, the system must have an Asset Management Plan currently in place, or agree to prepare one. Failure to answer these questions may affect the qualification of a project for

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subsidy. Should a project move forward, a copy of these plans will be required for review by the DWSRF program.

**Project Readiness**

These questions refer to the readiness of a project to proceed to planning, design, or construction, depending on the phase for which DWSRF funding is requested. The information provided will be used to develop the Project Priority List.

**Electronic Submission and Digital Signature**

All applications and forms must now be submitted electronically with a digital signature. Please visit the [DWSRF webpage](#) for more information and instructions.

**Other Important Information**

Should a project be deemed eligible and DWSRF funding made available, there are several important items to be aware of. Additional details are available on the DWSRF webpage.

- All entities which receive DWSRF funding must have a Unique Entity ID (UEI) Number and a Federal Tax Identification Number (FEIN); this will be necessary if the project is fundable and must be obtained before a loan agreement will be drafted. Visit [www.sam.gov](http://www.sam.gov) for more information and to obtain a UEI number, and visit [Employer ID numbers | Internal Revenue Service \(irs.gov\)](#) for more information and to obtain an FEIN.
- All projects must have local authority to be pursued/constructed and a local funding authorization (i.e. bond resolution, etc.) in place before a loan agreement will be drafted.
- If professional engineering services are to be funded, selection must have been procured through the QBS process. It is recommended that the Request for Qualification/Proposal documents be submitted to DPH for review prior to advertising.
- All construction bidding documents must be reviewed by the DPH prior to bidding in order to maintain funding eligibility of a project.
- All contracts (including, but not limited to any professional service, construction, and/or material purchase) must be authorized by the DPH prior to execution in order to be eligible for funding.
- All sites, easements, and/or rights-of-way necessary for the project must have been obtained before a loan agreement will be drafted.
- All state and local permits necessary for the project must have been obtained before a loan agreement will be drafted.

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**Please submit the completed Eligibility Application to the DWSRF program at the following email address:**

[DPH.DWSRF@ct.gov](mailto:DPH.DWSRF@ct.gov)

The Eligibility Application and related information can be found on Drinking Water Section's DWSRF webpage at [www.ct.gov/dph/dwsrf](http://www.ct.gov/dph/dwsrf).