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Connecticut Clean Water Fund: Request to Place Project on Priority List

**For this funding cycle (FY 2024 - 2025), all potential Clean Water Fund applicants must complete this request form for each project to be considered for funding assistance.**[**\***](#_bookmark0) This form is a planning tool intended to collect standardized information for all projects, and to ensure that projects which have been completed without Clean Water Fund assistance, or for which the municipality no longer seeks assistance, are no longer carried as future needs.

This request form is NOT a Clean Water Fund application. In order to officially apply for Clean Water Fund funding assistance, a funding application must be submitted for each project.

Note that **failure to complete this form completely and accurately may remove the proposed project from consideration** for use of Clean Water Funds.

Any questions on this form can be directed to [DEEP.CWF@ct.gov](mailto:DEEP.CWF@ct.gov) or to Karriem Kazu Folger at [Karriem.Folger@ct.gov](mailto:Karriem.Folger@ct.gov) or at (860) 424-3742. **The completed form should be submitted via email at DEEP.CWF@ct.gov.**

Please note that the submittal of paper copies is not necessary.

# PROJECT INFORMATION:

# Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project contact(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: Phone: (XXX)-(XXX)-(XXXX) Email: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Type:**

**Treatment with nutrient removal  Rehabilitation of pump stations**

**New pump station  Collection system improvements**

**Infiltration/Inflow correction  Green Infrastructure**

**Combined sewer overflow abandonment  Small community project**

**Resiliency project  Other: \_\_\_\_\_\_\_\_**

Has project been assigned a Clean Water Fund project number? No Yes: CWF#\_\_\_\_\_\_\_\_ For wastewater treatment facility projects, what year was last *comprehensive upgrade* completed? Brief project description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please identify the project phase(s) for which funding is being sought at this time (complete and submit a separate form for each additional project):

**Planning  Design  Construction**

**PLANNING** (Estimated planning costs: $\_\_\_\_\_\_\_\_ )

A request for planning assistance should include all costs associated with the development of an engineering report (facilities plan) identifying the nature of the pollution problem, evaluating

alternatives for addressing the problem and recommending a cost effective and feasible alternative to address the problem.

# Status of Planning Effort (as of the date of this form) (Complete all that apply)

☐ Planning started in FY: 20XX

Project expected to commence in FY 2024

☐ Project expected to commence in FY 2025

☐ Anticipated future project (For projects expected to start after FY2025): Date

Consultant selected via QBS process. (Name of firm:\_\_\_\_\_\_\_\_ )

Scope of work approved by DEEP. Date: mm/dd/yyyy Approved costs: $ \_\_\_\_\_\_\_\_

Planning complete. (Date of Final Engineering Report: mm/yyyy )

Engineering Report with approval by DEEP (Date of approval: mm/dd/yyyy­­­­­­­­­­­­­­ )

**DESIGN** (Estimated design costs: $ \_\_\_\_\_\_\_\_)

Design is the preparation of contract plans and specifications needed to implement the recommendations of an engineering report. It may also include legal costs associated with the identification of needed easements and land acquisition.

# Status of Design Effort (as of the date of this form):

# ☐ Design expected to commence in FY 2024

# ☐ Design expected to commence in FY 2025

# Funding for Design AND Construction has been authorized:

# Yes Date

# No Anticipated date

# Using same consultant from planning phase: Yes No

# If no, has new consultant been selected via QBS process? Yes No

# Name of new firm selected: \_\_\_\_\_\_\_\_

# Scope of work approved by DEEP date: mm/dd/yyyy Approved costs: $ \_\_\_\_\_\_\_\_

# Is design complete?

☐ Yes Date

☐ No Anticipated date

**CONSTRUCTION**

☐ Construction commencing in FY 2024

Estimated costs, including engineering and contingency: $ \_\_\_\_\_\_\_\_\_\_\_

Date of construction cost estimate: Date

☐ Construction commencing in FY 2025

Estimated costs, including engineering and contingency: $ \_\_\_\_\_\_\_\_\_\_\_\_

Date of construction cost estimate: Date

Status of local funding (as of the date on this form):

Funding approved

Approval date: mm/yyyy ($ \_\_\_\_\_\_\_\_)

Funding approval pending

Expected decision date: mm/yyyy) ($\_\_\_\_\_\_\_\_)

**Status of Bids** (as of date of this form): **(Select one)**

Plans and Specs approved by DEEP. Approval date: mm/dd/yyyy

Bid package draft in process. Date expected to bid: mm/yyyy

Bid process occurring. Bid close date: mm/dd/yyyy

Bids under Town review. Expected recommendation to award date: mm/dd/yyyy

Contract awarded. DEEP approval date: mm/dd/yyyy Name of firm: \_\_\_\_\_\_\_\_

Construction underway. DEEP deviation letter date: mm/dd/yyyy

Construction has not started.

**Green Components (Please complete for ALL project types in which you seek funding)**

Information related to “green projects” as defined by EPA. Examples include cost effective renewable energy components and projects that achieve a reduction in energy consumption. To determine if any part of your project could qualify as a green project component, please visit EPA’s website for more detailed information: <https://www.epa.gov/sites/default/files/2015-04/documents/green_project_reserve-crosswalk-table.pdf>.

**Please** **identify below any type of green component utilized in the project you are requesting CWF funding for above,** **and if available please also include the estimated cost and/or the percentage of the overall project cost.** Use the ‘other’ check box if you have a component not specified on the list and enter the description of your green component on the line provided.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Estimated Cost: | and/or | Percentage of overall project cost: |
| Green Infrastructure | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Sustainable Landscaping and Site Design | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Energy Management Planning | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Pump station Rehabilitation | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| I/I Correction Projects | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Energy Efficiency | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| POTW Process & Equipment | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Renewable Energy | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Collection system Equipment | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Resiliency Measures | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Achieve greater than or equal to 20% reduction in energy consumption | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Achieve less than 20% reduction in energy consumption | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_ | and/or | \_\_\_\_\_% |

**COST INCREASES ON EXISTING PROJECTS**

Occasionally, cost increases (due to change orders or high initial bids) are required on individual projects when they exceed their CWF allotment. In such a case, it becomes necessary to seek additional funds in subsequent fiscal years. If this is the reason for your request, indicate the status of your project below.

What is the current CWF allotment for the project? Grants: $\_\_\_\_\_\_\_\_

Loans: $\_\_\_\_\_\_\_\_

Is the project still under construction? (Select One)

Yes, approximate completion will be mm/yyyy

No, but some billing is outstanding which is estimated to exceed allotment.

No, all bills are in, but there are insufficient funds to pay them.

Cost Increase authorized under local funding? Yes  No

If no, expected date of local authorization: mm/yyyy

How much additional funding will be needed to fully pay the bills? $\_\_\_\_\_\_\_

# Required Certification:

The municipality and/or utility *and* the individual(s) responsible for actually preparing the application must sign this part. This request will be considered incomplete unless all required signatures are provided. If the municipality and/or utility is the preparer, please mark N/A in the spaces provided for the preparer.

|  |  |
| --- | --- |
| “I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate, and complete to the best of my knowledge and belief.” | |
| Name of Municipal/Utility Representative:  (print or type) | Title:  (if applicable) |
| Signature of Municipal/Utility Representative:  (signature) | Date:  mm/dd/yyyy |
| Name of Preparer (if different from above):  (print or type) | Title:  (if applicable) |
| Signature of preparer:  (signature) | Date:  mm/dd/yyyy |

# FOR INTERNAL DEEP REVIEW ONLY

Name of reviewer: \_\_\_\_\_\_\_\_\_\_

Date of review completed: mm/dd/yyyy

Form completed and deemed sufficient: Yes  No Comments/Deficiencies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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† A *comprehensive upgrade* is defined as any significant change in treatment process requiring construction or expansion of treatment tankage or replacement of mechanical processes with a value of at least 5 times the annual operation and maintenance budget at the time of construction. It is meant as a comprehensive refurbishing or expansion of the entire facility.

‡ Note that, in order to retain eligibility for Clean Water Fund assistance, prior approval of the scope of work is required for all consulting services initiated prior to a Clean Water Fund agreement. To retain eligibility for a construction project initiated prior to a Clean Water Fund agreement, a letter approving a deviation from Clean Water Fund regulations, signed by the Commissioner of DEEP, is required.

§ Note that a request for additional funds is not a guarantee that funding can be secured through the CWF.