

**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.

The Priority Ranking System (PRS) details the specific types of PWSs and projects that are eligible for DWSRF funding. Please refer to the PRS when completing the "Project Information" section of the Eligibility Application. Basic information for each point activity is included in these instructions beginning on page 4.

If you need assistance in completing this application, please contact the Drinking Water Section at (860) 509-7333 and ask for a DWSRF representative.

Project 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 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 current 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. 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.

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

ELIGIBILITY APPLICATION INSTRUCTIONS

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 DEEP 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, including the Conservation & Development delineation and other environmental information, in addition to named roads and water bodies. The map will be used for location and environmental reviews.

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

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".

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

ELIGIBILITY APPLICATION INSTRUCTIONS

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 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.

Project and Ranking Point Information

Refer to the Priority Ranking Criteria for an explanation of PWS and project eligibility. Refer to page 4 of these instructions for individual project and ranking point information.

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 DUNS Number; this will be necessary if the project is fundable and a Financial Assistance Application is requested
- 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
- 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

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

DPH.CTDWSRF@ct.gov

(860) 509-7333

Fax (860) 509-7359

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

See next page for project and ranking point information.

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

ELIGIBILITY APPLICATION INSTRUCTIONS

Project and Ranking Point Information

Common acronyms used: AL: Action Level; EPA: US Environmental Protection Agency; MCL: Maximum Contaminant Level; PRS: Priority Ranking System; PWS: Public Water System

Exclusions: Refer to the Priority Ranking System (PRS) and Eligibility Application for specific activities that may have point exclusions. These exclusions indicate activities that would be ineligible for additional points if the activities associated with those points are the same. Where 2 or more activities conflict the higher point activity shall be assigned to the project. These potential exclusions are typically displayed with the lower point value activity. Certain activities, such as MCL violations needing “immediate action” (activities 1 through 7), can receive points for that activity as well as for the type of project in a subsequent category. For example: A PWS has incurred an E. coli MCL violation and proposes to install disinfection. This project would receive 50 points under Activity 2 (Microbiological MCL violation) and 10 points under activity 54 (treatment facilities). This project may also receive additional points if qualified for activities including, but not limited to, security, affordability, or if the project is supported by an on-going asset management program.

Justification supporting each item selected must be included with the Eligibility Application.

Category 1 – Water Quality

a. Immediate Action

1. Surface Water Treatment Rule Violation 50 points: Project will achieve compliance of the following: unfiltered surface water, insufficient disinfection contact time, Ground Water Under the Direct Influence of Surface Water, or filter effluent turbidity.
2. Microbiological MCL Violation (E. Coli), 50 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding the MCL for E. Coli.
3. Nitrate MCL violation 50 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding an MCL for Nitrate.
4. Nitrite MCL violation 50 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding an MCL for Nitrite.
5. Lead Action Level Exceedance 50 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding the Action Level for lead. Eligible schools and child care facilities with lead levels at or above 75% of the lead action level would qualify for this activity.
6. DPH Determination of Acute Health Risk for Other MCL Violations 50 points: High levels of other contaminants in subcategories b. and c. that are determined by DPH to present immediate acute health risks may be elevated to subcategory a. and awarded additional priority points based on DPH's determination.
7. Arsenic 40 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding an MCL for Arsenic.

b. Non-Acute MCL Violations

8. Radioactivity MCL Violation 30 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding an MCL for radiological parameters.
9. Inorganic Chemical MCL Violation 30 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding an MCL for inorganic chemicals (excluding lead, copper, arsenic, and nitrate).
10. Organic Chemical MCL Violation (excluding total trihalomethanes) 30 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding an MCL for organic chemicals.
11. Pesticides, Herbicides and PCBs MCL Violations 30 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding an MCL for pesticides, herbicides and PCBs.
12. Disinfection By-Product Violation 30 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding an MCL for disinfection byproducts.

c. Other Contaminants of Health Concern

13. DPH Action Level (AL) Exceedance 25 points: Project will correct any parameter level that has exceeded a DPH AL, but has not received an MCL violation. The AL list can be found on the DPH website under the [Environmental and Occupational Health Assessment](#) Program: [Action Level List for Private Wells](#).
14. Contaminant Exceeds 50% of MCL 20 points: Project will correct any inorganic, organic, pesticide, herbicide, PCB or radiological level that has exceeded 50% of the established MCL.
15. Copper Action Level Exceedance 20 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding the Action Level for copper.
16. Sodium Notification Level Exceedance 5 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding the state notification level for sodium.

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

ELIGIBILITY APPLICATION INSTRUCTIONS

d. Physical/EPA Secondary MCL Exceedances

17. Turbidity Limit Exceedance 10 points: (ground water only) Project will correct a deficiency resulting in water being delivered to consumers with a turbidity that has exceeded five (5) standard units at representative sampling points in the distribution system.
18. Odor Limit Exceedance 10 points: Project will correct a deficiency resulting in water being delivered to consumers with an odor value that has exceeded two (2).
19. Color Limit Exceedance 10 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding a color of 15 standard units.
20. pH Outside Range of 6.4 – 10 (10 points): Project will correct a deficiency resulting in water being delivered to consumers with low or high pH levels. pH values for water entering distribution is not to be less than 6.4 nor to exceed 10.0 entering the distribution system for systems that are not required to install optimal corrosion control treatment. For systems required to install such treatment, the range as approved by DPH must be maintained.
21. EPA Secondary MCL Exceedance 10 points: Project will correct a deficiency resulting in water being delivered to consumers exceeding a secondary MCL as established by the EPA. Refer to the EPA website for more information: <https://www.epa.gov/dwstandardsregulations/secondary-drinking-water-standards-guidance-nuisance-chemicals>

e. Private Wells

22. Water Main Extension to Serve Private Wells with MCL Violations or Action Level Exceedances 30 points: Project will provide water to existing private wells that are exceeding an MCL or AL. Complete the Private Well/Non-Public Well Consolidation Form and submit with the Eligibility Application. The “type” of property includes single family (SF), multi-family (MF), or non-public non-residential (NP).
23. Creation of New PWS to Serve Private Wells with MCL Violations 30 points: Project will create a new stand-alone public water system to provide water to existing private wells that are exceeding an MCL or AL. Complete the Private Well Consolidation Form and submit with the Eligibility Application. The “type” of property includes single family (SF), multi-family (MF), or non-public non-residential (NP).

Category 2 – Advanced Surface Water Treatment (Maximum 15 pts from this category)

24. Treatment Plant Upgrades to Address Future Known SDWA Rule or Requirement 15 points: Project will involve a change in treatment technology or unit process at a surface water treatment plant to comply with a known future SDWA regulatory requirement.
25. Treatment Plant Upgrades to Address Emerging Contaminants 10 points: Project will involve a change in treatment technology or unit process at a surface water treatment plant to address the treatment of emerging contaminants.

Category 3 – Water Supply

a. Source Water Deficits (Maximum 40 points from this subcategory)

26. New Groundwater Development 40 points: Project will correct a deficit or insufficient source by adding an additional source(s).
27. Rehabilitation of Existing Groundwater Wells 40 points: Project will correct a deficit or insufficient source by rehabilitating an existing source(s).
28. Interconnection to Purchase Water from Another Community PWS 40 points: Project will correct a deficit or insufficient source by interconnecting with another PWS and purchasing water.

b. System Capacity Deficits

29. System Capacity Deficit 20 points: Project will include a capacity increase to treatment, pumping, transmission and/or storage facilities to provide flows in excess of the maximum flows and projected peak period consumption.

c. Source Development

30. New Groundwater Development 10 points: Project will develop a new groundwater source necessary to maintain, augment or replace existing sources that do not qualify for points under sub-category a.
31. Rehabilitation of Existing Groundwater Wells 10 points: Project will rehabilitate an existing groundwater source necessary to maintain, augment or replace existing sources that do not qualify for points under sub-category a.

d. Conservation/Water Loss Reduction

32. Installation of Source Meters 25 points: Project will include the addition of meters on all current sources of supply.
33. Installation of Distribution Meters 25 points: Project will include the addition of customer meters where the services are currently not metered. The primary purpose of the project must be for the installation or

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

ELIGIBILITY APPLICATION INSTRUCTIONS

replacement of meters to qualify for these points.

34. Replacement of Source or Distribution Meters 15 points: Project will include the replacement of existing source or distribution meters. Points will not be awarded for this activity of the project receives points under sub-category a. or c. The primary purpose of the project must be for the installation or replacement of meters to qualify for these points.
35. Incorporation of AMI Metering Technology 10 points: Project will include the incorporation of Advanced Metering Infrastructure technology.
36. Water Transmission Main Rehabilitation or Replacement 15 points: Project will include the replacement or rehabilitation of a transmission main (raw or finished water).
37. Water Distribution Main Rehabilitation or Replacement 10 points: Project will include the replacement or rehabilitation of a finished water distribution main.
38. Project Will Significantly Reduce Water Loss (i.e. Unaccounted-for or Non-Revenue Losses) 10 points: Project will include components, other than metering, designed to reduce overall water usage or water losses.

e. Water Main Extension to Replace Private Wells with Inadequate Supply

39. Water Main Extension 30 points: Project will extend water service to existing residential properties served by private wells that have gone dry or have experienced yield reductions that render the well incapable of sustaining the water supply necessary for basic sanitary needs.

Category 4 – Infrastructure Violations/Deficiencies/Safety Hazards/Failures

40. Infrastructure Violation/Deficiency/Safety Hazard/Failure (Source to Curb Stop) 10 points: Project will address infrastructure regulatory violations, including significant deficiencies under the Ground Water Rule, which are not covered in Category 3.
41. Hydropneumatic Storage Tank Replacement/Elimination 50 points: Project will elimination or replace an existing hydropneumatic storage tank which may pose a safety risk. Refer to the PRS for specific criteria.

Category 5 – Consolidation (Maximum 20 pts from Activities 42 and 43 combined)

42. Consolidation of a Community PWS 15 points each: Project will consolidate two or more Community PWSs through a water main interconnection or as a consecutive PWS.
43. Consolidation of a Non-Transient Non-Community PWS 15 points each: Project will consolidate a Non-Transient Non-Community PWS with another PWS through a water main interconnection.
44. Consolidation of a Transient Non-Community PWS 5 points each: Project will consolidate a Transient Non-Community PWS with another PWS through a water main interconnection.

Category 6 – Resiliency/Security

a. Resiliency

45. Regional Interconnection with Another Community PWS 15 points: Project will interconnect with another Community PWS as a means to provide an emergency supply of water. The project must be supported by a formal resiliency plan or climate change plan.
46. Relocation of Critical Facilities 10 points: Project will relocate a critical facility. The project must be supported by a formal resiliency plan or climate change plan. Project must be supported by a formal resiliency or climate change plan to qualify for these points.
47. Redundancy of Critical Facilities 10 points: Project will create a redundancy of a critical facility. The project must be supported by a formal resiliency plan or climate change plan.

b. Planning (Maximum of 50 points)

These projects may be included with another eligible drinking water project on a single Eligibility Application; however the planning projects will be ranked independently.

48. Climate Change/Drought Planning 50 points: Project will evaluate the vulnerability of the PWS to climate change and drought and develop a formal plan. Points will only be awarded for development of an initial plan.
49. Asset Management Planning 50 points: Project will develop an Asset Management Plan for the PWS. Points will only be awarded for development of an initial plan.

c. Security

50. Security Fencing, Alarms, Surveillance Systems or Other Security Measures 5 points: Project will include the installation of appropriate security elements. Points will also be awarded if the facility already has security elements and the project will utilize those elements upon completion. E.g. storage tank rehabilitation where a security element(s) is already in place.

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

ELIGIBILITY APPLICATION INSTRUCTIONS

d. Emergency Power Provisions for Existing Critical Facilities

51. New (does not currently exist) 50 points: Project will install emergency power provisions for a facility that does not have any. Project must be only an emergency power project to qualify for these points. For projects with a total project cost of less than \$100,000, please submit an application under the Emergency Power Generator Program.
52. Replacement or Upgrades 20 points: Project will upgrade or replace existing emergency power provisions. E.g. replacement of a non-functioning generator or upgrade from a portable to stand-by generator. Project must be only an emergency power project to qualify for these points. For projects with a total project cost of less than \$100,000, please submit an application under the Emergency Power Generator Program.
53. Included as Part of Larger Project 5 points: Project will include emergency power provisions as part of a larger project. E.g. pump station upgrade which includes new or upgraded emergency generator.

Category 7 – Other Capital Improvements

54. Treatment Facilities 10 points: Project will include capital improvements to an existing water treatment facility.
55. Pumping Facilities 5 points: Project will include capital improvements to an existing water pumping facility.
56. Storage facilities 5 points: Project will include capital improvements to an existing water storage facility.
57. Transmission or Distribution System 5 points: Project will include improvements to transmission or distribution system that is not a main replacement. E.g. water main installation to close a loop.
58. Facility Automation (SCADA) 5 points: Project will include new or upgrades to facility automation system.
59. Complete Lead Service Line Replacement 10 points: Project will replace lead service lines to individual customers, including the portion located on the customer's private property. All lead service lines must have been identified in advance of submitting the Eligibility Application.
60. Internal Building Piping Replacement (as part of Lead or Copper remediation) 10 points: Project will replace a customer's internal building plumbing that is part of a remediation strategy to address lead or copper levels that exceed the Action Level.

Category 8 – Sustainability/Statewide Planning Recognition

61. Acquisition/Transfer of a Community PWS 10 points: Project will include capital improvements necessary when directly related to an acquisition or transfer of a PWS ordered pursuant to CGS Sections 16-262n and 16-262o.
62. Project is supported by an on-going Asset Management Program 10 points: Project is supported by an on-going asset management plan.
63. Project is supported in a PWS's Water Supply Plan pursuant to RCSA Section 25-32d-3; 5 points: Project is included in a Water Supply Plan, but not an asset management plan.
64. Project Identified in a Statewide or Regional Water Planning Document under DPH oversight 10 points: Project is identified within a statewide or regional water supply planning document under the oversight of DPH.

Category 9 – Affordability

65. Distressed Community 10 points: Project will be located in a town, or the project will provide direct water services to customers located in a town, that has been identified by the [Connecticut Department of Economic and Community Development](#) (DECD) as a "[distressed municipality](#)". E.g. a water treatment plant project that provides finished water to a distressed municipality, but is not located within a distressed municipality, is eligible to receive these points.

DECD is expected to update this list annually.