

Clean Water State Revolving Fund (CWSRF)

CWSRF Guidance Document Number 16 Emergency Bypass Procedure

I. Definition of an Emergency Project:

Projects Addressing Emergencies. A project that must be completed expeditiously to address a situation resulting from equipment or other infrastructure failure or an event outside of human control, such as weather or a natural disaster, affecting or constituting a threat to the environment or the public health, safety, or welfare, *as determined by the Secretary*.

It should be noted that situations arising from deferred maintenance will not be considered an emergency project for the purposes of this procedure. These determinations will be completed on a case by case basis by CWSRF staff.

II. Elevation of Emergency Projects in the Priority List:

- Emergency Projects already on the Priority List shall be placed at the top of the priority list, bypassing all other projects. If there is more than one emergency project, the projects shall be ranked based upon their total project priority points. Priority list amendment procedures described in Section 420 of Chapter 2 – Municipal Pollution Control Priority System – shall be followed to add an emergency project to the list.
- Emergency additions to the Priority List will result in the lower priority projects identified as Anticipated Loan Recipients being bypassed. The number of projects bypassed will depend upon the amount of funds needed to cover the emergency.

III. The procedures for approving and funding an emergency project are as follows:

- A. The applicant submits a written request to the CWSRF Project Lead. The request should include a justification for emergency designation and a completed priority list application.
- B. CWSRF staff reviews the request and completes the Emergency Project Review and Approval Form.
- C. The Director of the Facilities Engineering Division makes the final determination on approval or disapproval and signs the form.

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- D. The CWSRF Project Lead notifies the applicant via email of approval or disapproval.
- E. The CWSRF Project Lead will identify funding for the project and complete the by-pass procedure for all projects that must be by-passed to fund the emergency project.
- F. CWSRF Project Lead will prepare a Funds Availability Letter (email) outlining the necessary project steps to secure funding.

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