

Vermont Drinking Water State Revolving Fund (DWSRF)

Service Line Inventory Loan Application

Municipal Water System Version (private systems please use the other version)

Technical review by Vermont Department of Environmental Conservation

Financial review and loan agreements by Vermont Bond Bank (VBB)

Instructions:

Email this completed application and the following attachments to anr.dwsrfinvloan@vermont.gov

- This loan application, all fields completed and all signatures completed, and
- **If using a hired consultant to complete the service line inventory**, a Contract or Engineering Services Agreement (ESA) that matches the information in this loan application. We recommend submitting a draft for DEC staff review with this loan application or earlier prior to signing the contract.

Or

- **If using in-house employees instead of a hired consultant to complete the service line inventory**, a [Force Account Agreement](#) (downloadable file) that matches the information provided in this loan application. We recommend submitting an unsigned force account agreement for eligibility review by DEC prior to beginning employee work on the service line inventory. This will help to ensure the work performed by borrower staff is consistent with the [Service Line Inventory Force Account policy and process](#) (downloadable file), and
 - Documentation of receipt of competitive bids related to performing eligible service line inventory project tasks.

For loan or application questions, contact:

Katie Parrish, DWSRF Project Developer

Kathleen.Parrish@vermont.gov or 802-522-8742

For service line inventory or contract/agreement questions, contact the DWGPD Sustainable Infrastructure Section:

ANR.SLI@vermont.gov

The loan application begins on the next page.

Borrower Information and Contacts

Municipality legal name:

Water system name:

WSID # (3-5 digits):

Mailing Address:

SAM.gov Unique Entity ID (12 characters):

Full SAM.gov registration is not required, but to be a subrecipient of federal funds including a DWSRF loan, there must be a publicly visible entry that DEC staff can review.

Municipal Water System Personnel and/or Board Members

List all people who will authorize or manage the loan in roles such as

Town/City: Manager; Public Works Director; Clerk; Treasurer; Financial Manager; etc.

Governing Body/Selectboard/Prudential Committee: Chair; Treasurer; Clerk/Secretary; Member.

Start with the Authorized Representative and Alternate Auth. Rep. and provide their contact info. Add pages for additional names if needed. Have each person sign the application. **A signature below certifies review and approval of the entire completed loan application.** The Consultant will be added in the next section. The Designated Operator role does not need to be added to the loan application unless they are in one of the other roles.

Authorized Representative (who has the authority to sign legal and financial agreements. Must be a member of the owner's governing body or direct employee of the owner and may not be an independent contractor working for the owner):

Name:

Title/Role:

Phone:

Email:

Signature:

Date:

Alternate Authorized Representative (Backup for Authorized Representative. Must also be a member of the owner's governing body or direct employee of the owner and may not be an independent contractor working for the owner):

Name:

Title/Role:

Phone:

Email:

Signature:

Date:

Other personnel/board members:

Name:	Title/Role:
Phone:	Email:
Signature:	Date:

Name:	Title/Role:
Phone:	Email:
Signature:	Date:

Name:	Title/Role:
Phone:	Email:
Signature:	Date:

Name:	Title/Role:
Phone:	Email:
Signature:	Date:

Name:	Title/Role:
Phone:	Email:
Signature:	Date:

Name:	Title/Role:
Phone:	Email:
Signature:	Date:

Consultant / Contractor:

If using in-house employees to complete the service line inventory, insert “not applicable” or “n/a” in this section.

Firm Name:

Contact Name:

Mailing Address:

Phone:

Email:

Relevant experience and qualifications for service line inventory:

Project Details and Loan Request

Project Title: Service Line Inventory

Loan purpose and terms: Community and NTNC water systems are required under the Lead and Copper Rule Revisions to submit a service line inventory (SLI) by October 2024. Specific [requirements](#) for the inventory format and its development are set by the Drinking Water and Groundwater Protection Division. The most current funding information will be available from the [DWSRF](#) program. Loan terms will be 0% interest and fees. Repayment will start 5 years after the loan agreement, split into 5 annual payments. Any loan forgiveness proposed on SLI priority list may be issued in portions as the annual portfolio of loans under that grant develops. If the SLI leads to a subsequent DWSRF construction loan, the SLI loan may be rolled into that construction loan.

Project General Tasks: General categories of tasks that are eligible for these loans and may need to be completed are listed below and should be considered in development of the contract or Engineering Services Agreement. Note that the final SLI must cover portions owned by both the water system and the customer. Do not include the scope or budget of other planning work the contractor may complete for the water system (e.g., asset management planning, preliminary engineering). If other DWSRF-eligible and fundable work will be completed on a similar timeline, a single loan agreement may be developed, but loan applications must be submitted separately.

1. Record Review

- Meet with water system personnel. Review water system records for service line info.
- Review other available documentation (e.g., Town Clerk office, DEC regional office (including online [permit search](#)), [Act 250 permits](#), local plumbers and former water system staff, etc.)

2. Survey and Inspection

- Survey customers for service line information.
- Where necessary, inspect the customer side of the service line (building inlet).

3. Inventory Spreadsheet and Replacement Plan

- Enter inventory data for each service line into the state inventory spreadsheet template.
- Where required based on the inventory, develop the Lead Service Line Replacement Plan.

Project Specific Information: Describe the anticipated tasks to be completed by the contractor for this specific water system and the general methods. These will differ among water systems depending on current records, system age, material types, history of distribution upgrades, etc. If including a draft or executed contract or ESA that includes this information, enter “see attached”.

Number of service lines to be inventoried (per [DWGPD instructions](#)):

General budget explanation for tasks (costs per project and/or per service line, or enter “see attached”):

Anticipated total inventory project cost: \$

Amount requested for this loan: \$

Borrower financial info

Borrower fiscal year:	Calendar (Jan – Dec)	State Fiscal (July – June)
	Federal Fiscal (Oct – Sept)	Other:

Current water system debt (not including this loan): Total:

Expected to pay off within 5 years:

Not expected to pay off within 5 years:

Annual Debt payments: Current:

Anticipated in 5 years:

Other projects the water system anticipates in the next 5 years that may require a loan:

The Vermont Bond Bank may require additional information for financial capacity review and underwriting, and/or may use information from other pending DWSRF loan applications.

This is the end of the municipal water system version of the service line inventory loan application.