

DWSRF Priority List Application for the FFY 2024 Intended Use Plan

Due 5pm Tuesday, January 16, 2024. See submission instructions at the end of the application.

Each year the Vermont DWSRF program develops an [Intended Use Plan](#) (IUP) including several project priority lists. This is the Priority List Application for the next cycle of DWSRF funding. There is no fee for this application. There is no penalty against future funding if the project does not proceed or uses another funding source, but please update us so we can fund other projects.

For a Service Line Inventory planning loan, go directly to the [SLI Loan Applications](#). For free SLI technical assistance options for systems under 1000 users, contact ANR.SLI@vermont.gov

For a municipal community Asset Management Plan loan, go directly to the [Loan Application](#).

For a Source Protection loan, contact Drinking Water & Groundwater Protection Division (DWGPD) [water resources staff](#).

This application is optional for planning/preliminary engineering (step 1) and design (step 2) loans, but submitting the application will help the DWSRF program allocate funds for that category of loans. Follow directions below about which sections to complete. You may submit a planning or design [Loan Application](#) under the current IUP without a priority list ranking.

Construction (step 3) loan funding is competitive and this application is required. Applications will be scored and ranked. We will plan to fund as many projects as possible based on available loan funds. Construction projects that rank in the fundable range on the FFY 2024 IUP priority lists must then complete a full [Loan Application](#) by the end of the IUP cycle, approximately June 30, 2025. For examples of final priority lists, see recent IUPs. See Vermont DWSRF [Guidance Document 2](#) for more information on the priority list ranking process. Priority list scores will be published in a draft IUP open for public comment and then in a final IUP.

Eligibility: See the federal [DWSRF eligibility handbook](#) and [Vermont DWSRF Guidance Document 8](#) for information on eligible borrowers, projects, and line items. An eligible borrower is an existing community system, municipal or private; or an existing non-profit non-community system. If this proposal is for a new water system, contact DWGPD [Capacity Development staff](#) prior to submitting a loan or priority list application. Final eligibility determinations are made from the loan application and review of line items for specific approvals.



Water System and Consulting Engineer Information

Water System Name: _____

Water System ID: _____

Borrower (water system owner): _____

Water system contact name and title: _____

Water system contact email: _____

Consulting engineering firm name: _____

Consulting engineer contact name: _____

Consulting engineer email address: _____

Project Stage – select 1 of 3 options

- Planning and/or Design (Step 1 or 2)**, not a construction project or will not be ready to apply for construction loan by June 2025. This application is optional, see p.1. If completing, only Project Summary, Project Cost estimate, and signature page are needed.
- Construction (Step 3) – Distribution system project expected to be eligible for [General Permit to Construct](#)**, will apply for construction funding by June 2025. These projects may be ranked for the priority list based on DWGPD engineering review. Note that prior to DWSRF construction funding, detailed design drawings may be required.
- Construction (Step 3) – Project will require Individual Permit to Construct**, will apply for construction funding by June 2025. To be scored and ranked for construction funding, a 90% Preliminary Engineering Report (PER, USDA Bulletin 1780-2) or a PER-equivalent relevant to the project must have been submitted to DWGPD by **2/1/2024**.

PER submission date (if still in review): _____

PER approved by DWGPD on this date: _____

If proposing a PER-equivalent document describe: _____

Construction Permit # (e.g., C-1234-22.0): _____

Construction Permit submission date (if still in review): _____

Construction Permit Date Issued: _____

- 15 points** for relevant Construction Permit from DWGPD by 2/1/2024.

Project Summary

Project title. Be as specific as possible, “Replace Main St & Elm St mains” not “Water main project”; “Treatment plant upgrades” not “Water system improvements 2”.

Project description. Include scope, location, and enough detail for us to evaluate eligibility and score the project. Several sentences to a couple of paragraphs.

Will the project replace service lines expected to contain galvanized or lead pipe segments in any part of the service lines or their connections to the main? Yes No

Is the purpose of the project to reduce PFAS via treatment or develop an alternative source without PFAS? Yes No

Facility Deficiencies and Compliance Concerns

This section of priority points reflects the public health risk and compliance concerns being corrected by the project. The highest scoring concerns will have been identified as deficiencies or compliance requirements in a survey letter, notice of alleged violation (NOAV), operating permit, or other DWGPD document. Points in this section are awarded based on the concern addressed by the project that has the highest single score from the table below, and that represents a significant portion of the total project cost. Only one score from the table below per project. The Secretary may phase projects for priority scoring purposes when more than one deficiency is being corrected, the associated cost of correcting each deficiency is significant, and the relative public health risks and compliance concerns of the deficiencies are significantly different.

| Points (highest only) | Deficiency / Compliance Concern | Description – Project will... |
|------------------------------|--|--|
| ○ 120 | Microbial contamination | Address known microbial contamination by providing adequate treatment or eliminating the sources(s) of contamination. |
| ○ 120 | Inadequate treatment of surface water or GWUDISW | Address inadequate treatment systems supplied by surface water sources or sources determined to be groundwater under the direct influence of surface water (GWUDISW). |
| ○ 120 | Inadequate water quantity | Address documented inability to meet maximum daily demand (MDD) with existing sources. |
| ○ 120 | Chemical contaminant above MCL, AL, or VHA | Address exceedance of a primary drinking water standard (maximum contaminant level (MCL), copper action level exceedance (ALE), federal lead ALE, or Vermont Health Advisory (VHA) established by Vermont Department of Health, an interim standard as directed by the Legislature, or other water quality that requires treatment as directed by the ANR Secretary. |
| ○ 120 | Chemical contaminant above VAL | Address exceedance of a Vermont Action Level (VAL) developed by the Health Department (benzene, carbon tetrachloride, dibromochloropropane, 1,2-dichloroethane, 1,2-dichloropropane, hexachlorobenzene, pentachlorophenol, tetrachloroethylene, trichloroethylene, or vinyl chloride). |
| ○ 100 | Inadequate disinfection facilities | Provide 4-log inactivation of viruses for a water system that does not currently have this capability, or address documented inadequacies in disinfection treatment performance. |
| ○ 90 | Lead control | Address documented lead service lines or connectors (if ALE, choose 100 points AL above). |
| ○ 80 | Inadequacy of critical components | Correct a Significant Deficiency or Permit to Operate compliance item identified during a sanitary survey or site assessment(s). If not previously identified, provide documentation of inadequacy. |
| ○ 70 | System vulnerable to contamination | Address documented contamination vulnerabilities, e.g., inadequate storage tank roof, inadequate pressure, source vulnerable to a septic leachfield or chemical contaminant, etc. |
| ○ 50 | Improve existing system components | Improve or protect existing components, or construct redundant facilities. |
| ○ 50 | Improve existing technology/control systems | Improve or protect existing SCADA/Process Controls & other technology |
| ○ 40 | Inadequate cross-connection control | Correct existing or potential cross-connection problems or make improvements under an established control plan. |

List any document(s) that justify the points from the table above, e.g., Significant Deficiency in August 2022 sanitary survey letter; 2023 Permit to Operate compliance schedule.

Chemical contaminant present below MCL, AL, VAL, or VHA

- 10 pts** to treat or eliminate a regulated contaminant present at a lower concentration. Do not repeat for a contaminant listed in the section above. To claim these points, describe contaminant(s) below with reference to laboratory results, e.g., manganese results in 2023.

Physical Consolidation of Water Systems

Skip this section if not applicable to your project. Points for interconnection or consolidation of regulated public water systems. Physical consolidation of small water systems is encouraged to increase the capability of small systems to protect public health and comply with regulations.

| Points (highest only) | Description |
|------------------------------|--|
| ○ 20 | Interconnection of community water supplies (resulting in declassification of a regulated public community water system) |
| ○ 15 | Interconnection of community water supplies (remaining separate regulated public community water supplies) |
| ○ 10 | Interconnection of non-community system |
| ○ 0 | Not applicable |

If claiming points in this section, explain the water systems to be consolidated – names, WSIDs, general flow configuration.

Project Cost Estimates

Estimates should be as accurate as possible but actual loan value will be based on the Loan Application and approval of line items. Include engineering and other costs.

| Loan step | DWSRF loan status as of date of this application | Cost estimate per step |
|--|--|------------------------|
| 1 Planning | <input type="radio"/> Signed loan agreement n/a | \$ |
| | <input type="radio"/> Applied for loan or loan amendment | |
| | <input type="radio"/> Will include more in future loan application | |
| 2 Design | <input type="radio"/> Signed loan agreement n/a | \$ |
| | <input type="radio"/> Applied for loan or loan amendment | |
| | <input type="radio"/> Will include more in future loan application | |
| 3 Construction | <input type="radio"/> Signed loan agreement n/a | \$ |
| | <input type="radio"/> Applied for loan or loan amendment | |
| | <input type="radio"/> Will include more in future loan application | |
| Total DWSRF loan estimate across all steps (calculates): | | \$ |
| DWSRF loan increment needed July 2024 – June 2025. Either brand new loan; amount for next loan step; or amount for additional construction costs on a continuing project. | | \$ |

Some projects may be partially eligible for the lead priority list with the remainder of the project on the general priority list. If this project will combine lead/galvanized service line replacements along with other items such as replacing water mains and a pump station, provide a rough split of the Step 3 construction costs.

Lead/galvanized service lines and connectors: \$ _____

General eligibility (calculates remainder): \$ _____

Water System Budget Info

DWSRF staff use the answers you provide, in combination with local income data, to determine preliminary construction loan terms including subsidy (longer repayment years, lower administrative fee, and loan forgiveness) based on [Guidance Document 10](#) and annual federal funding. Preliminary loan terms for fundable projects will be shown on the priority list for planning purposes for the program and for water systems, and as part of our grant application to EPA for DWSRF funds. Final loan terms and subsidy determination for each project are made based on the Loan Application and its supporting documentation. Costs below must be specific to the water system budget, not other municipal or property maintenance expenses.

Annual water system operations & maintenance budget (post-project): \$ _____

Annual water system debt payments. Do not include estimates for this project or debt that will be paid off within 5 years. \$ _____

Annual water system dedicated reserve contribution (budget line item, not just leftover funds carried forward): \$ _____

Number of Service Connections

DWSRF staff will award these points based on [SDWIS regulatory data](#) and answers below.

| Points | Service Connections |
|--------|---------------------|
| 20 | < 101 |
| 15 | 101 to 330 |
| 10 | 331 to 1100 |
| 5 | 1101 to 3300 |
| 0 | > 3300 connections |

Residential units: _____ RU: _____
 A house counts as 1; duplex as 2; 10-unit apartment building as 10.

Enter annual non-residential water use (industrial, commercial, institutional, wholesale) beside the correct units and the form will calculate ERU. If none, enter zero gallons/yr.

_____ gallons/yr divided by 76,650 gallons/yr or
 _____ ft³/yr divided by 10,250 ft³/yr or
 _____ m³/yr divided by 290.15 m³/yr
 ERU: _____
 RU + ERU: _____

Affordability and Service Area

DWSRF staff will assign points based on current median household income (MHI) data from the 5-year American Communities Survey (ACS) by town, village, or Census Designated Place (CDP) that most closely matches the distribution system map of the water system. This MHI will be compared to the state community median household income (SCMHI) as a %. For water systems in more than one town, the MHI is based on the weighted number of household connections in each town. You may provide information about the water system service area if its income differs greatly from the town. If you charge different user rates in different portions of the service area, explain. A water system can also complete an income survey prior to completing the loan application.

| Points | % of SCMHI |
|--------|---------------|
| 35 | ≤ 60 |
| 25 | 60 < X ≤ 70 |
| 15 | 70 < X ≤ 80 |
| 10 | 80 < X ≤ 90 |
| 5 | 90 < X ≤ 100 |
| 2 | 100 < X ≤ 120 |
| 0 | > 120 |

Signature and Submission Instructions

The Authorized Representative must be a members of the owner’s governing body or a direct employee of the owner and may not be an independent contractor working for the owner.

"As Authorized Representative for the water system, I hereby certify that the information in this priority list application is true and correct to the best of my knowledge."

Authorized Representative Signature: _____

Authorized Representative Name: _____

Title / Role (e.g., Board President; Town Manager): _____

Date: _____

Send this form as an email attachment to ANR.DWSRFplist@vermont.gov

Include the borrower or water system name in the email subject line.

If you are submitting multiple priority list applications, submit them via separate emails.

You may submit the edited PDF form and a scanned signature page as separate documents and we will merge them. Submitting most of the form with text rather than scanned images will help us process applications faster.

If you are claiming AMP points, remember to submit the updated Funding Strategies section with your priority list application as another email attachment.

If you are a consulting engineer submitting this form, please copy the Authorized Representative. If you are the Authorized Representative submitting this form, please copy your consulting engineer.

Deadline: 5pm Tuesday, January 16, 2024

Submit questions about this priority list application to ANR.DWSRFplist@vermont.gov (preferred) or call 802-585-4904.