

**ATTACHMENT 1**

**MWRA INFILTRATION/INFLOW LOCAL FINANCIAL ASSISTANCE  
PROGRAM**

**FINANCIAL ASSISTANCE APPLICATION**

**Updated July 2019**

**MASSACHUSETTS WATER RESOURCES AUTHORITY  
CHARLESTOWN NAVY YARD, 100 FIRST AVENUE, BOSTON, MA 02129**

**MWRA INFILTRATION/INFLOW LOCAL FINANCIAL ASSISTANCE PROGRAM  
FINANCIAL ASSISTANCE APPLICATION  
Updated July 2019**

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|---|
| <p>FOR MWRA USE ONLY</p> <p>PROJECT NO.: _____</p> <p>APPLICANT: _____</p> <p>NAME OF PROJECT: _____</p> <p>_____</p> <p>DATE RECEIVED: _____</p> |
|---|

**Section 1 - Financial Assistance Requested**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Telephone Number of Representative: \_\_\_\_\_

Name of Applicant's Consultant Firm and Representative (if applicable):

\_\_\_\_\_ Telephone No.: \_\_\_\_\_

The following attached exhibits are hereby made part of this application for financial assistance under the MWRA's Infiltration/Inflow Local Financial Assistance Program. The undersigned representative of the Applicant certifies that the information presented in this application and its exhibits is true, correct and complete to the best of their knowledge:

|        |  |         |
|--------|--|---------|
| (Date) | (Signature of Authorized Representative) | (Title) |
|--------|--|---------|





**Section 3 - Documentation of Project Need**

Identify records that document the project's need, including, but not limited to:

- a. Facility Plans;
- b. I/I Reports;
- c. Sewer System Evaluation Surveys;
- d. Physical Surveys;
- e. Internal TV Inspection;
- f. DPW Maintenance Records;
- g. Flow Measurement Records; and,
- h. Pump Station Records.

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**Section 4 - Project Schedule**

Provide a realistic schedule outlining important milestones in the planning, design, and/or construction phase. If a schedule is attached to the financial assistance application separate from this section, please note the attachment here. The estimated project start date must be included.

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**Section 5 - Map of Project**

Attach a project map denoting the collection system and/or general plan of the proposed project site. If no map or plan is submitted with the application, an explanation must be provided.

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**Section 6 - Project Funding**

The applicant must list all sources of funding proposed for the project.

For funding through the MWRA I/I Local Financial Assistance Program, the applicant must provide documentation of the authorization to execute the Financial Assistance Agreement and repay the loan portion of financial assistance. **Documentation of authorization may be in the form of a Town Meeting Action, City Council Vote, or other binding action. If available, documentation should be attached to the application.**

If funding through the MWRA I/I Local Financial Assistance Program will not cover 100 percent of the project costs, the applicant must demonstrate that sufficient funds are available to cover the additional project costs from other resources. Documentation of the availability of other resources may be in the form of a Town Meeting Action, City Council Vote, or other binding action. If available, documentation should be attached to the application.

| <u>Source</u>                       | <u>Amount</u> | <u>Date Available</u> |
|-------------------------------------|---------------|-----------------------|
| 1. MWRA I/I Financial Assistance    |               |                       |
| 2. Community Funding                |               |                       |
| 3. General Obligation Bond          |               |                       |
| 4. Non-MWRA Grant                   |               |                       |
| 5. Clean Water State Revolving Fund |               |                       |
| 6. Other (Specify Source)           |               |                       |

\_\_\_\_\_

TOTAL \$



**Section 8 - Interdependent Projects**

Explain whether financing has been received or is being requested for this project, or a separate phase of the project, from a non-MWRA grant, the Clean Water State Revolving Fund (CWSRF) program, or another grant/loan program.

Specify related and/or interdependent projects or portions of projects. For example, if the applicant is performing the design phase of a project under community funding or CWSRF funding, and MWRA financial assistance is being requested for the construction phase under this application, then the construction phase is dependent on completion of the design phase.

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**Section 9 - Intermunicipal Projects**

If the project will serve two or more municipalities, or one community's project extends into another community, the applicant must explain the circumstances. State whether the municipalities have, or propose to have an intermunicipal agreement or other legally binding documents covering financing, construction, and/or operation of the proposed improvements. If not, detail historic cooperative service relationships between the parties.

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**Section 10 - Project Permits and Certificates**

Review the list below and note the permits or certificates which: (1) have been obtained, (2) will be obtained, or (3) may be required prior to initiation of the project.

|   | <u>Has been<br/>Obtained</u> | <u>Will be<br/>Obtained</u> | <u>May be<br/>Required</u> |
|---|------------------------------|-----------------------------|----------------------------|
| U. S. ARMY CORPS OF ENGINEERS   | _____                        | _____                       | _____                      |
| MA DIVISION OF WATERWAYS<br>Chapter 91 License  | _____                        | _____                       | _____                      |
| LOCAL CONSERVATION COMMISSION   | _____                        | _____                       | _____                      |
| DEP - DIVISION OF AIR QUALITY   | _____                        | _____                       | _____                      |
| DPW HIGHWAY PERMIT  | _____                        | _____                       | _____                      |
| LOCAL SEWER PERMIT  | _____                        | _____                       | _____                      |
| DCR CONSTRUCTION PERMIT   | _____                        | _____                       | _____                      |
| MBTA/CONRAIL LICENSE  | _____                        | _____                       | _____                      |
| DWPC (401) WATER QUALITY CERT.  | _____                        | _____                       | _____                      |
| CZM CONSISTENCY CERTIFICATE   | _____                        | _____                       | _____                      |
| MEPA - Environment Notification Form (ENF)<br>and/or Environmental Impact Report (EIR)  | _____                        | _____                       | _____                      |
| FLOOD INSURANCE PARTICIPATION   | _____                        | _____                       | _____                      |
| HISTORIC - Mass. Historical Commission  | _____                        | _____                       | _____                      |
| LEGISLATION - Legislation from the Mass.<br>General Court could be required prior to:<br>construction in dedicated conservation land,<br>construction by one community within the<br>municipal boundaries of another, and<br>easements in state owned land. | _____                        | _____                       | _____                      |
| OTHER _____   | _____                        | _____                       | _____                      |

**Section 11 - Construction Plans, Specifications, and Bidding Documents**

For proposed construction projects and equipment/materials purchases, the applicant should outline the status of the plan, specification, and bidding document preparation and the time schedule for completion. If these documents are not required for the project, an explanation must be included in this section.

If available, a copy of the final engineering plans, specifications, and bidding documents for each contract or equipment/material purchase should be submitted with the application.

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**Section 12 - Engineering Agreement**

For proposed planning, design, and/or construction projects, the applicant should outline the status of an engineering agreement and time schedule for its completion (if a Consulting Engineer will be used for any portion of the project). If no engineering agreement is required for the project, an explanation must be included in this section.

If available, a copy of the proposed or executed engineering agreement for each contract should be submitted with the application.

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**Section 13 - Force Account Work**

If the applicant proposes to perform funding eligible portions of the project (planning, design, construction services or construction activities) using its own staff (force account work), a description of the force account activities must be provided. List the type of force account task, staff titles, affiliated department, estimated hours to perform task, and direct labor rates (or range) for each title. **Please note that charges for overhead, overtime, and/or the use of vehicles or equipment owned by the applicant, and staff time to obtain permits or licenses are ineligible.**

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**Section 14 - Other Project Information**

The applicant is encouraged to provide any other additional information that may enable the Authority to determine that the project is a viable I/I reduction project and assess eligible project costs.

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**Section 15 - Estimated I/I Reduction and Potential Cost Benefit of I/I Removal**

The applicant should provide as complete information as possible on the estimated infiltration and/or inflow reduction that is anticipated to be achieved when the construction phase of the project is concluded. For projects that will reduce groundwater infiltration, the peak month (usually within the Spring season) infiltration reduction and average annual infiltration reduction should be estimated. For projects that will reduce stormwater inflow, the design storm peak hour inflow rate reduction, design storm inflow volume reduction, and average annual inflow reduction should be estimated. The "design storm" is defined (by DEP) as a storm with a one year return period, a one hour peak rainfall intensity of about 0.87 inches, and a six hour cumulative rainfall of about 1.72 inches (see DEP's Guidelines for Performing I/I Analyses and Sewer System Evaluation Surveys).

Using these I/I reduction estimates, Authority staff will run the MWRA wholesale rate model for the preceding fiscal year to estimate the dollar value of the rate reduction that would have been realized by the applicant if the estimated flow reduction had taken place in the previous year. MWRA staff will provide the results of the rate model analysis to the community. This information may be helpful in analyzing the project's potential cost benefit. As a standard, the analysis will be performed holding all other MWRA service area community flows constant. However, if requested by the applicant, rate model runs can be made to simulate the net affect other community potential flow reductions may have on the applicant's wholesale sewer rate.

The applicant may submit the I/I reduction information with the financial assistance application. However, at the applicant's discretion, the I/I reduction information form may be submitted to the MWRA prior to the submittal of the full application. This would allow the community to review the results of the Authority's wholesale rate analysis and use the information as a decision making tool when evaluating one or more I/I projects. For more information on this process, the applicant is encouraged to contact MWRA Community Support Program staff.

Estimated Project Infiltration Reduction:

- (1) Peak month reduction: \_\_\_\_\_ mgd; (2) Annual average reduction: \_\_\_\_\_ mgd.

Estimated Project Inflow Reduction:

- (1) Design storm peak hour inflow rate reduction: \_\_\_\_\_ mgd;
- (2) Design storm inflow volume reduction: \_\_\_\_\_ mg;
- (3) Average annual inflow reduction: \_\_\_\_\_ mgd.

Comments: \_\_\_\_\_  
\_\_\_\_\_