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INSTRUCTIONS

**Ohio Small Community Environmental Infrastructure Group**

**Water and Wastewater Project Proposal**

1. The Water and Wastewater Project Proposal should be submitted to the SCEIG Finance Committee as soon as the community has identified the need to complete the project.
2. It is not necessary for an outside professional to complete this form. However, if you already have hired an outside professional, then that person or agency may complete the proposal form for you.
3. If you have completed a Preliminary Engineering Report, please submit a copy of the report with this proposal form.
4. To be considered to present at an SCEIG Finance committee meeting, the local government agency is required to submit a Project Proposal Form **15 days prior** to the schedule meeting.
5. The completed Project Proposal Form should be submitted to Kurtis Strickland with RCAP at kmstrickland@glcap.org. RCAP will forward a copy of the proposal to all SCEIG Finance Committee members.
6. All questions related to the SCEIG Finance Committee and the Project Proposal Form should be directed to Kurtis Strickland with RCAP by phone (740) 418-3649 or e-mail at kmstrickland@glcap.org.
7. SCEIG Finance Committee meetings are held the second Thursday of February, April, June, August, October, and December. Meetings are virtual and begin at 1:00 P.M. The SCEIG Finance Committee will review your project proposal and you will be invited to attend a meeting with the committee to discuss your project.

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**Ohio Small Community Environmental Infrastructure Group**

**Water and Wastewater Project Proposal**

*Proposal form must be completed in full to be considered by the SCEIG Finance Committee.*

1. Local Government Agency Information **[ ]** Village **[ ]**  City **[ ]** County **[ ]** District **[ ]** Other

|  |  |
| --- | --- |
| Name |       |
| Mailing Address |       |
| City, State, and Zip Code |       | County |       |
| Chief Official |       | Title |       |
| Contact Person |       | Title |       |
| Telephone Number |       |
| Email |       |

2. Proposal Preparer (if different than contact person stated above)

|  |  |
| --- | --- |
| Name |       |
| Organization |       |
| Mailing Address |       |
| City, State, and Zip Code |       |
| Telephone Number |       |
| Email |       |

3. Who in your Local Government Agency will be responsible for project management of the project? Responsible for the day to day communication with funding agencies, regulatory agencies and attend meetings.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Title |       |
| Mailing Address |       |
| City, State, and Zip Code |       |
| Telephone Number |       |
| Email |       |

4. Briefly describe the proposed project. Include information on any violation of orders from Ohio EPA, any emergency situation which may exist and if the project included growth for future development. Also include Attachment A.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |       | Project type  | **[ ]** Water **[ ]** Wastewater |

|  |
| --- |
| Description:      |

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5. Demographics of Local Government Agency

|  |  |
| --- | --- |
| Population of project service area (current ACS data) |       |
| Number of Households |       |
| Median household income of service area |       |
| Type of facility | **[ ]** Public **[ ]** Private |
| Operated by  | **[ ]** Owner **[ ]** Contract Operated |

6. Preliminary Engineering Report (PER), Environmental Report (ER) Status, and Other Studies

|  |  |
| --- | --- |
| Has a PER been completed according to USDA Rural Development guidelines | **[ ]** Yes **[ ]** No |
| Has a PER been accepted by USDA or Ohio EPA | **[ ]** USDA **[ ]** Ohio EPA |
| Has an ER been completed | **[ ]** Yes **[ ]** No |
| Has an ER been approved by USDA or Ohio EPA | **[ ]** USDA **[ ]** Ohio EPA  |
| Has any other studies been completed, if so please submit a copy with this form? | **[ ]** Yes **[ ]** No |

7. Funding Programs Considered (please check all that apply and include estimated dollar amounts if known)

|  |  |  |  |
| --- | --- | --- | --- |
| **[ ]**  WPCLF – Loan | $      | **[ ]**  USDA Rural Development - Loan | $      |
| **[ ]**  WPCLF – Principal Forgiveness | $      | **[ ]**  USDA Rural Development - Grant | $      |
| **[ ]**  DWAF – Loan | $      | **[ ]**  ARC | $      |
| **[ ]**  DWAF – Principal Forgiveness | $      | **[ ]**  CDBG | $      |
| **[ ]**  Ohio Public Works – Loan | $      | **[ ]**  OWDA | $      |
| **[ ]**  Ohio Public Works – Grant | $      | **[ ]**  Other:       | $      |

8. User Charge Information (complete for both systems)

|  |  |  |
| --- | --- | --- |
|  | WATER | WASTEWATER |
| Do you have a public water or wastewater system? | **[ ]** Yes **[ ]** No | **[ ]** Yes **[ ]** No |
| Is your water system metered? | **[ ]** Yes **[ ]** No |  |
| Does the system have metered and non-metered users? | **[ ]** Yes **[ ]** No |  |
| What is the average gallons-per-day usage for metered residential connections? |       |       |
| What is the average gallons-per-day usage for non-residential connections?  |       |       |
| What is the average gallons-per-day usage for all non-metered connections? |       |       |
| Number of residential users |       |       |
| Number of non-residential users |       |       |
| Current average monthly residential charge |       |       |
| Proposed average monthly residential charge |       |       |
| Month and year of last rate increase |       |       |

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9. Financial Information (complete for both systems)

|  |  |
| --- | --- |
| Do you have separate water and wastewater accounts, and balance sheets? | **[ ]** Yes **[ ]** No |
|  | WATER | WASTEWATER |
| a. Cumulative surplus prior to last fiscal year |       |       |
| b. Gross revenues for last fiscal year |       |       |
| c. Operation and maintenance expenses for last fiscal year |       |       |
| d. Annual debt service expenses for last fiscal year |       |       |
| e. Total expenses for last fiscal year (item c + item d) |       |       |
| f. Net revenue for last fiscal year (item b – item e) |       |       |
| g. Percent of revenue from residential customers |       |       |
| h. Percent of users with outstanding accounts greater than 3 months |       |       |
| i. Have any large users significantly decreased usage in the past year? | **[ ]** Yes **[ ]** No | **[ ]** Yes **[ ]** No |
| j. Explain decreased usage identified in item i. |

10. Proposed Project Cost Estimates (must correspond with attached preliminary engineering report)

|  |  |
| --- | --- |
| Activity | Estimated Cost |
| a. Construction: (date of cost estimate:      ) |  |
|  | Collection or distribution system improvements |       |
|  | Treatment system |       |
| b. Engineering: |  |
|  | Preliminary Engineering Report |       |
|  | Final Design |       |
|  | Bidding and Advertisement |       |
|  | Services During Construction |       |
|  | Resident Inspection |       |
|  | Geotechnical |       |
|  | Operation and Maintenance Manuals |       |
|  | Other:       |       |
| c. Property and Easement Acquisition |       |
| d. Legal and Bonding |       |
| e. Other Professional Services:       |       |
| f. Other:       |       |
| g. Contingencies (5% of construction cost, item a) |       |
| **TOTAL PROJECT COST** |       |

11. Certification

The undersigned official of the applicant certifies that the information contained herein and the attached documents are true, correct, and complete to the best of my knowledge and belief. The applicant further understands that this project proposal is a preliminary request and is not a substitute for a full application to any agency, nor does it assure funding from any agency.

|  |  |  |
| --- | --- | --- |
| Chief Official: |       |       |
|  | NAME | TITLE |
|  |  |  |
|  |  |  |
|  | SIGNATURE | DATE |

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**ATTACHMENT A**

**DESCRIPTION OF PROPOSED PROJECT**

Please provide the following information if you have not completed a Preliminary Engineering Report or if any of the items listed are not provided in the Preliminary Engineering Report.

1. Map showing the potential service area of the project.
2. List of publicly owned treatment plants within 10 miles of the potential service area.
3. If applicable, copies of letters from the local health department or Ohio EPA documenting health concerns.
4. Condition of existing infrastructure – year installed, estimated useful life, capacity.
5. For water projects list options for source water – groundwater, surface water, or purchase water from other publicly owned water system.
6. For wastewater projects list options for discharge – surface water discharge (provide name of receiving stream), irrigation, or zero-discharge.