



Drinking Water State Revolving Fund Project Questionnaire



SCDHEC Use Only
SRF -

SPONSOR INFORMATION

- 1. Project Sponsor _____
- 2. Sponsor Address _____
- 3. Sponsor Contact _____ Title _____
Contact Phone _____ Email _____

PROJECT INFORMATION *(Please refer to instructions)*

- 4. Project Title _____
- 5. County where project takes place _____
- 6. Describe and define the project location. Please supply any **coordinates or street addresses**.
 Attach a project map, or, maps, showing both a regional view and a project level view.
- 7. Project Description - Describe the scope of the project.
- 8. Describe in specific detail how the project will protect / improve public health or achieve / maintain compliance with drinking water standards. *(Attach evidence of deficiencies.)*
- 9. DHEC Water System ID number _____
- 10. The system has an approved Source Water Protection Plan. Yes No
- 11. This project addresses a water quality enforcement issue. Yes No

12.A. Funding sources and project cost estimate:

Estimated SRF Loan Funds	\$
Estimated Non-SRF Funds	\$
Requested SRF Principal Forgiveness Funds*	\$
Total Project Cost Estimate	\$

B. Sources of non-SRF funding:

Source	Amount
	\$
	\$

C. When requesting Principal Forgiveness (PF) briefly explain the need for PF funds and the rationale for the amount of PF requested. *(If more space is needed, please include an attachment.)*

13. This project should be considered for the Green Project Reserve (GPR).

Yes-Categorical *(submit summary documentation)* Yes-Business Case *(submit business case)* No

If "Yes" → Estimated Green Cost \$ _____ % of total project cost _____%

14. Estimated construction start date _____

15. A Preliminary Engineering Report or Comprehensive Planning Document has been developed for this project.

Yes No

16. All real property and/or easements required for the project have been acquired.

Yes No

17. The project has been evaluated for possible impediments to project start (such as acquiring easements, actions necessary for consolidation, etc.). Yes No

If "Yes", is there likely to be an impact on the project schedule? Yes No

18. Service Population _____ Population Affected by Project _____

19. PQ Submitted by Sponsor Consultant, Name/Phone _____

If a consultant submits this form, include a letter indicating the sponsor's consent for the project.

20. Date Submitted _____

* **Principal Forgiveness** (PF) is allocated according to priorities set annually by the SRF program, and the funds assigned to a project may be contingent on affordability of the project. **There is no guarantee of assignment of PF funds to a project that requests such funds.**

Mail to: SRF Section • Bureau of Water • 2600 Bull St. Columbia, SC 29201
Or, email to SRF Section Manager, Charles Gorman: gormancm@dhec.sc.gov.

Drinking Water State Revolving Fund Project Questionnaire

PURPOSE: This form is used to gather information about projects eligible for funding from the Drinking Water State Revolving Loan Fund (DWSRF).

GENERAL: It is suggested to review DHEC's latest version of the Drinking Water Intended Use Plan and the DWSRF Priority Ranking System before completing the project questionnaire. These documents are found on the SRF Documents and Forms webpage, <http://www.scdhec.gov/srfforms>. *The project explanation you give will be used to determine the project's score and priority ranking.*

Once ranked, a project is incorporated into the Comprehensive Priority List of DWSRF projects. Inclusion of a project on the CPL does not guarantee the sponsor entity will qualify for an SRF loan, but a project must be included on the CPL in order to be invited to apply for an SRF loan.

INSTRUCTIONS:

Describe the project as completely as possible. Attach additional pages as needed.

1. **Project Sponsor:** A project sponsor is a county, municipality, special purpose district, or any other public agency of the state, or nonprofit corporations established under Title 33, Chapter 36 of the Code of Laws of South Carolina, which may own or operate a project, or any combination of two or more of these entities acting jointly to construct, own or operate a project.
2. **Address:** Mailing address of the project sponsor.
3. **Contact:** The name, title, phone number and e-mail address of a person employed by the sponsor (not a consultant) that may be contacted concerning the proposed project.
4. **Project Title:** The working title for this project.
5. **County:** Indicate the county (or counties) in which the proposed project will take place.
6. **Project Location:** Provide a physical position for the project if possible, using either a street address or geographic coordinates. You may also give a narrative description of the project location. In addition, attach a map or maps indicating the project area and location. The project location should show all existing and/or planned facilities, conveyances or components related to the project and include any coordinates, landmarks, addresses, highways, streams, etc. that would be helpful in locating the project site.
7. **Project Description:** Indicate the primary components of the project (e.g. size and length of water lines, diameter and yield (if known) of well(s), size and type of tank, type of treatment, etc.) If the project includes regionalization and/or consolidation, list all entities/facilities involved in the project.
8. **Describe in specific detail how the project will promote public health or achieve/maintain compliance in the project area:** DWSRF funds are used to correct problems or potential problems. Explain the project scope (solution to a problem or problems) as completely as possible and how the project improves public health or compliance. Attach additional pages if necessary.
9. **Water System ID Number:** Please specify the seven digit system identification number assigned by the DHEC's Bureau of Water to the project sponsor's water system.
10. **Enforcement:** Self-explanatory
11. **Source Water Protection:** Self-explanatory
12. **Funding Sources, Project Cost Estimate and Principal Forgiveness:** Itemize the funds that will be put toward construction/completion of the project. Enter the estimated amount of SRF loan funds, non-SRF funds or requested Principal Forgiveness funds and the total project cost estimate.

If applicable, enter the source and indicate the dollar amount of any non-SRF funding to be used for the project. If there are more than two sources of non-SRF funding provide the information in an attachment.

* **Principal Forgiveness (PF)** is allocated according to priorities set annually by the SRF program. EPA encourages that PF funds be used to solve environmental problems within a sustainable context with priority given to systems that could not otherwise afford an SRF loan without the assistance. **There is no guarantee of assignment of principal forgiveness funds to a project that requests such funds.** For more information on eligibility for PF, see the current version of the DWSRF Intended Use Plan, or contact the SRF Section Manager.

13. Green Project Reserve (GPR): A project may qualify for a reduced rate on a portion of project costs if it meets the requirements for the Green Project Reserve as set forth in EPA guidance. Fill in the estimated cost of green components of the project and calculate that cost as a percentage of the total project cost.

The latest EPA GPR guidance can be found under “SRF Guidance” from the SRF main webpage, <http://www.scdhec.gov/srf>. **Please note**, both categorical and business case projects must submit documentation to be approved by the SRF Section to qualify for the Green rate. A business case template is available with the GPR guidance.

14. Construction Start: Self-explanatory

15 - 17. PER Status, Easements, and Project Impediments: SRF loan funds are expected to be under obligation and used in a timely manner. Items 15 – 17 are intended to provide information as to a project’s readiness to be permitted and proceed to construction. Respond to items 15, 16 & 17 as they apply to the project.

18. Service Population and Population Affected: Indicate the population of the sponsor’s service area and the population affected by the project.

19. Form Submitted By: Check the proper box and enter contact information as needed.

20. Date Submitted: Enter date form is sent to DHEC’s Bureau of Water.

Submit the project questionnaire along with a map or maps, and any additional explanations or documentation by mail to: **State Revolving Fund Section • Bureau of Water • 2600 Bull Street • Columbia SC 29201**, or email the SRF Section Manager, **Charles Gorman**, gormancm@dhec.sc.gov.

DHEC REVIEW AND FILING. The Bureau of Water will use the completed project questionnaire (PQ) to develop a comprehensive priority list of construction projects eligible for funding from the DWSRF. The original PQ will be on file with the Bureau of Water for three years as provided for in Retention Schedule 8283. If the project is selected to receive SRF funding assistance, a copy of the PQ will be placed in the PER file and retained as specified in Retention Schedule 15796.

Please note that only pages 1 & 2 (along with any attachments) need be submitted. And, when printing this questionnaire, double-side when possible. Thank you.