



Oklahoma’s Clean Water State Revolving Fund  
**Programmatic Application Process**  
SFY 2017 Funding Cycle



The Clean Water State Revolving Fund (CWSRF) is a low-interest loan program to assist communities with municipal wastewater infrastructure construction projects and other pollution control/water quality projects. Special consideration will be provided to those projects “ready to proceed” to construction with additional consideration for projects located in a “Hot Spot” basin as identified by the Oklahoma Comprehensive Water Plan (OCWP) and having elements aligned with goals set forth by the *Water For 2060* initiative of water reuse, conservation, or efficiency.

**Eligible Projects & Eligible Entities:**

Duly constituted political subdivisions of the State, including but not limited to public trusts of towns, municipalities, rural sewer districts, water conservancy districts, etc., established under Title 82 of Oklahoma’s Statutes are eligible to receive funding for eligible projects, including...

- 💧 Secondary and Advanced Treatment
- 💧 Inflow/Infiltration Correction
- 💧 Sewer Replacement/Rehabilitation
- 💧 New Collector and Interceptor Sewers
- 💧 Nonpoint Source Implementation
- 💧 Land acquisitions necessary for construction or remediation
- 💧 Decentralized wastewater systems
- 💧 Facility Security Systems
- 💧 Subsurface Remediation
- 💧 Urban Brownfield Projects
- 💧 Stormwater Projects **2060!**
- 💧 Green Infrastructure Projects **2060!**
- 💧 Water Efficiency Projects **2060!**
- 💧 Water Reuse Projects **2060!**
- 💧 Energy Efficiency Projects
- 💧 Environmentally Innovative Projects **2060!**
- 💧 Habitat Protection and Restoration Practices
- 💧 Automated Meter Readers **2060!**
- 💧 Planning/Assessment and Monitoring Practices

**Loan Terms & Interest Rates:**

Currently, the **CWSRF Long-Term Loan** is offered at 40% below market rate with a maximum 30-year payback period based upon the useful life of the infrastructure. Loan proceeds are drawn down as costs are incurred. Interest and administration fees are billed semiannually during construction. Principal is billed semiannually beginning one year after construction completion.

**Loan Requirements:**

Applicants must submit preliminary and final loan applications, engineering report/planning documents, and environmental information documents (where applicable). A certification that a Fiscal Sustainability Planning (FSP) document has been completed, or will be by the end of construction, is required for treatment works components funded with CWSRF funds.

## Ranking Requirements:

Projects are ranked and listed on a funding priority list. Projects ready to proceed with construction/loan closing and fulfill the OWRB's CWSRF Programmatic Priority Factor receive additional points.

In an effort to promote Low Impact Development Stormwater practices and the State's **Water For 2060** initiative *to use no more freshwater resources in 2060 than our state uses today*, Oklahoma's CWSRF Program is awarding additional ranking points in the Programmatic Priority Factor section of the CWSRF Project Priority Rating Form and, if funding is available, will offer *subsidization* in the form of principal forgiveness.

To be considered for these benefits projects must demonstrate water efficiency within the community or wastewater system. Water efficiency is defined as the use of improved technologies and practices to deliver equal or better services with less water. For the CWSRF Programmatic Priority Factor, water efficiency encompasses conservation and reuse efforts to protect water resources for the future.

Categories of wastewater efficiency projects eligible for the Programmatic Priority Factor ranking points include the following:

- Recycling and water reuse projects that replace potable sources with non-potable sources, including gray water, condensate and wastewater effluent reuse systems (where local codes allow the practice), and extra treatment costs and distribution pipes associated with water reuse.
- Engineering, planning, studies, and design (pending promulgation of ODEQ Water Reuse Rules) for direct and indirect potable water reuse systems.
- Engineering, planning, studies, and design for non-potable water reuse systems.
- Certain low impact development (LID) or stormwater projects that demonstrate water efficiency/conservation.
- Projects implemented in an OCWP identified "Hot Spot" basin, which are basins projected to have the most significant water challenges within the next 50 years.

**To begin participation in the CWSRF Program, eligible entities must:**

- Submit a letter requesting to be placed on the State FY 2017 Project Priority List (Sample Request Letter attached). The letter should include a brief description of the water quality project, a preliminary project cost estimate, a project schedule with project initiation and completion dates, if available. *Note: Inclusion on the list does not obligate your community to participate further in the application process.*
- Submit the 2017 Programmatic Application Questionnaire which allows OWRB to rank your project. *Note: Inclusion on the list does not obligate your community to participate further in the application process.*
- Submit a Loan Pre-Application (L1) if an entity has not previously borrowed from the OWRB. *Note: If you are new to borrowing from OWRB, your project will not be able to be added to the Project Priority List until a preliminary financial review has occurred.*
- For funding consideration during the regular SFY 2017 Funding Cycle, submit your request by March 1, 2016. Requests received anytime during the year can be considered for placement on the CWSRF Project Priority List if funding is available after the March 1, 2016 deadline.
- Upon acceptance of the project to the SFY 2017 List, the entity will submit the Financial Loan Application, engineering report or planning document and environmental information documents (if required). Preliminary application and Engineering and Environmental Document Guides and Forms are available at [www.owrb.ok.gov/forms](http://www.owrb.ok.gov/forms).

**For More Information:**

For information or assistance in completing requests for placement on the funding list, contact Lindy Clay, at [lindy.clay@owrb.ok.gov](mailto:lindy.clay@owrb.ok.gov) or by phone (405) 530-8800 or visit the OWRB website at [www.owrb.ok.gov/CWSRF](http://www.owrb.ok.gov/CWSRF).

DRAFT  
[City/Entity Letterhead Here]

Date

Lori Johnson, Assistant Chief  
Financial Assistance Division  
Oklahoma Water Resources Board  
3800 North Classen Blvd.  
Oklahoma City, OK 73118

Re: Programmatic Application for the Clean Water State Revolving Fund (CWSRF) Project Priority List/SFY 2017 Intended Use Plan for project <INSERT PROJECT NAME>, <AUTHORITY NAME>

Dear Ms. Johnson:

In accordance with CWSRF program rules, we are submitting a programmatic application thereby requesting that our proposed <INSERT PROJECT NAME> be added to the CWSRF Project Priority List and included in the FY 2017 Intended Use Plan. The proposed system improvements are identified in the attached CWSRF Programmatic Application Questionnaire.

We currently estimate all construction and non-construction costs for the project to be approximately <INSERT ESTIMATED DOLLAR AMOUNT>.

A description of the project (including water efficiency and conservation components), project purpose and the anticipated project schedule is attached.

In addition, please note that the <AUTHORITY NAME> has engaged <INSERT FINANCIAL SERVICE PROVIDER NAME> to prepare all related CWSRF loan application financial documents and <INSERT ENGINEERING SERVICE PROVIDER NAME> to prepare all engineering and environmental documents and have retained <INSERT BOND COUNSEL> for legal services pertaining to the loan.

If we may answer any questions regarding our proposed project and CWSRF programmatic application, please feel free to contact <INSERT CONTACT PERSON AND TITLE> or our service providers.

Sincerely,

Mayor/Chairman

Cc: <INSERT ENGINEERING SERVICE PROVIDER NAME>  
<INSERT FINANCIAL SERVICE PROVIDER NAME>  
<INSERT BOND COUNSEL SERVICE PROVIDER NAME>



Oklahoma’s Clean Water State Revolving Fund  
**Programmatic Application Questionnaire**  
 SFY 2017 Funding Cycle



The Clean Water State Revolving Fund (CWSRF) is a low-interest loan program to assist communities finance wastewater infrastructure and other pollution control/water quality projects. Funding is provided on a competitive basis with a criteria based ranking structure. Additional points are given for such factors as a project’s readiness to proceed in the engineering design and loan application process; a project’s water quality restoration and/or protection measures; and projects with elements consistent with the goals of *Water For 2060* initiative.

Please answer as many of the following questions as you have information on and submit this form along with your letter requesting placement on the FY 2017 Project Priority List. The questionnaire will be utilized by staff to rank your project. **Submit your Request Letter and Questionnaire via email to [lindy.clay@owrb.ok.gov](mailto:lindy.clay@owrb.ok.gov) or send by fax (405.530.8898) or mail by March 1, 2016.** You will be notified of funding availability and your placement on the list by July 8, 2016.

<b><i>Project Information:</i></b>
<u>Project Description:</u> Please provide a brief description of the project, including any enforcement orders, etc., in the space provided or attached.
<u>Estimated Project Cost:</u>
<u>Census Population:</u>
<u>Estimated Project Schedule:</u> Please provide <u>anticipated target dates</u> for the following: _____ Submittal of planning and Environmental Information Documents (if required) _____ Completion of Engineering Design _____ Projected Construction Start _____ Projected Construction Completion _____ Other Milestone Dates

<b><i>Project Category &amp; Estimated % of Project in Each Category:</i></b>	Yes/ No	% of Project
<u>Category I - Secondary treatment and best practicable wastewater treatment technology.</u> The treatment facility necessary to discharge an effluent meeting secondary treatment. May include outfall lines and lines which take existing treatment plants out of operation by transporting effluent to an alternate plant.		
<u>Category II - Advanced treatment.</u> The additional treatment necessary to meet more stringent than secondary effluent requirements.		
<u>Category IIIA - Infiltration/inflow correction.</u> May include all costs necessary for removing excessive I/I from the sewer system such as replacement or relining sewer sections, flow routing systems, etc.		
<u>Category IIIB – Sewer System Rehabilitation.</u> Replacement and/or major rehabilitation of existing sewer systems, where it has been determined that such rehabilitation is necessary to the total integrity and performance of the wastewater treatment works.		
<u>Category IVA - New Collector Sewer Systems and Appurtenances.</u> Includes construction of a collector sewer to replace failing individual or decentralized sewage treatment systems with centralized treatment. Sewage collection system is the common lateral sewers, within a publicly owned treatment system, which are primarily installed to receive wastewaters directly from facilities which convey wastewater from individual structures or from private property, and which include service connection "Y" fittings designed for connection with those facilities. Pumping units, and pressurized lines, for individual structures or groups of structures when such units are cost effective and are owned and maintained by the applicant are included in this category.		
<u>Category IVB - New interceptor sewer systems and appurtenances.</u> A sewer whose primary purpose is to transport wastewaters from collector sewers to a treatment facility.		
<u>Category V - Correction of combined sewer overflows.</u>		
<u>Category VI - Storm sewers</u> (i.e., activities to plan and implement municipal storm water management programs pursuant to NPDES permits). Storm sewers associated with storm water management in areas not covered by applicable phase I or II storm water NPDES permits are reported in Category VII, Urban.		
<u>Category VII - Nonpoint source pollution control management programs.</u> Including activities related to agricultural activities such as plowing, pesticide spraying, irrigation, fertilizing, planting, and harvesting; activities related to agricultural activities associated with animal production, such as confined animal facilities and grazing; activities related to forestry activities, such as removal of streamside vegetation, road construction and use, timber harvesting, and mechanical preparation for the planting of trees; activities related to new or existing development in urban or rural settings, such as erosion, sedimentation, and discharge of pollutants (i.e., inadequately treated wastewater, oil, grease, road salts, and toxic chemicals) into water resources from construction sites, roads, bridges, parking lots, and buildings; activities related to ground water protection such as wellhead and recharge area protection activities; activities related to boating and marinas, and the physical alteration of shoreline, wetlands, and aquatic habitat during the construction and		

operation of marinas; activities related to mining and quarrying activities; activities related to abandoned, idle, and underused industrial sites; activities related to tanks designed to hold gasoline or other petroleum products or chemicals; activities related to sanitary landfills; activities related to channelization and channel modification, dams, streambank and shoreline erosion, and wetland or riparian area protection or restoration; activities related to rehabilitation or replacement of individual or community sewage disposal systems construction of collector sewers to transport wastes to a cluster septic tank or other decentralized facilities.		
<u>Category X – Conveyance of recycled water</u> (i.e., water reuse) from wastewater facility to end-user (e.g., drinking water facility) and end-user equipment to use the recycled water (if publicly owned, e.g., public golf course and gray water system for municipal building).		

<b><i>Project Type and Water Quality Factors:</i></b>	Yes	No
Will the project address an NPDES Enforcement Action (consent order, etc.)? If yes, what is the Case No. or Docket No.: _____ Date of enforcement action: _____		
Do you know if the project is in a watershed of a Public or Private Water Supply? If yes, name of the water supply source: _____		
Do you know if the project is in a delineated Source Water Protection area? If yes, name of the area: _____		
Do you know if the project is in an Oklahoma Comprehensive Water Plan identified “Hot Spot” basin? (click on the link to see a map of the “Hot Spots”) <a href="http://www.owrb.ok.gov/maps/viewers/viewer_master/index.html?webmap=122949991e394b27b0d798efb17d2237">http://www.owrb.ok.gov/maps/viewers/viewer_master/index.html?webmap=122949991e394b27b0d798efb17d2237</a> If yes, name or number of the basin: _____		
Is the project designed to increase capacity or reliability, or provide a degree of treatment beyond that required by water quality standards or permit requirements, in order to reclaim and reuse wastewater or to otherwise sustain compliance with water quality standards or maintain beneficial uses?		
Is the project designed to implement recommendations from a resource management plan such as a Conservation Plan, Site-Specific Water Quality Remediation Plan, TMDL, storm water management program, water audit or Modified 208 Water Quality Management Plan? If Yes, Name of Plan: _____ Entity or Agency Publishing the Plan: _____ Date of the Plan: _____		

<b><i>Readiness to Proceed with Project Construction:</i></b>	Yes	No
Have you submitted an L-1 Preliminary Financial Assistance Loan Application to the Oklahoma Water Resources Board (OWRB) for this project?		
Have you submitted an L-2 Loan Application to the OWRB for this project?		
Have you submitted an Engineering Report and Environmental documentation to Oklahoma Department of Environmental Quality (ODEQ) or OWRB?		
Have you received a Permit to Construct or waiver from ODEQ or project approval from the Oklahoma Conservation Commission (nonpoint source activities)?		

<b><i>Environmental Results:</i></b>	Yes	No
<p>Are there components in this project which increase water efficiency and/or water conservation by more than 20% such as potable and non-potable water reuse, leak detection equipment (i.e. Automated Meter Readers), water audits, water efficient devices, water conservation incentive program or storage tank replacement/rehabilitation?</p> <p><u>If yes, please list components:</u></p>		
<p>Are there components in this project which provide a more than 20% energy savings such as pump system improvements/replacements, aeration system improvements/replacement, energy audits, SCADA systems, Inflow and Infiltration correction projects or renewable energy source for POTW?</p> <p><u>If yes, please list components:</u></p>		
<p>Does this project incorporate green infrastructure elements such as green roofs, riparian buffers, stormwater harvesting/reuse, land purchase or easement, constructed wetland, stormwater features designed to hold more than the first flush or other low impact development features?</p> <p><u>If yes, please list elements:</u></p>		

<b><i>Environmental Results (Continued):</i></b>	Yes	No
<p>Is this project environmentally innovative such as constructed wetlands for municipal wastewater treatment or polishing for effluent disposal, sub-surface land application of effluent, or other means for ground water recharge such as spray irrigation or overland flow?</p> <p><u>If yes, please describe:</u></p>		

<b><i>Water for 2060 Results:</i></b>	Yes	No
<p>Are there components in this project which replace potable sources with non-potable sources, including gray water, condensate and wastewater effluent reuse systems (where local codes allow the practice) including extra treatment costs and distribution pipes associated with water reuse; e.g. wastewater system washdown, drip or spray irrigation, soil compaction or other similar construction activities, golf course irrigation or industrial coolant?</p> <p><u>If yes, please list components and their expected cost percentage of the overall project:</u></p>		
<p>Does the project involve engineering, planning, studies, and design (pending promulgation of appropriate ODEQ Water Reuse Rules) for direct and indirect <i>potable</i> water reuse systems?</p> <p><u>If yes, please list components and their expected cost percentage of the overall project:</u></p>		
<p>Does the project involve engineering, planning, studies, and design for <i>non-potable</i> water reuse systems?</p> <p><u>If yes, please give the expected cost percentage of the overall project:</u></p>		

<b><i>Water for 2060 Results (Continued):</i></b>	Yes	No
<p>Does the project include educational or outreach materials that promote or demonstrate water conservation practices to increase water efficiency within the system or community?</p> <p><u>If yes, please give the expected cost percentage of the overall project:</u></p>		
<p>Does the project involve certain sustainability, low impact development (LID) or stormwater components that assist in achieving water conservation and water efficiency goals?</p> <p><u>If yes, please list the components and give the expected cost percentage of the overall project:</u></p>		
<p>Does the project involve a system sustainability, resiliency, water audit, or water conservation plan that is reasonably expected to result in a capital project such as Automated Meter Readers?</p> <p><u>If yes, please give the expected cost percentage of the overall project:</u></p>		



F. Applicant's Chief Officer and/or person to whom all pre-application inquiries should be directed:

Name:			
Title:		Phone:	
Address:		Fax:	
		E-mail:	

G. Applicant's Financial Consultant:

Firm Name:			
Contact:		Phone:	
Address:		Fax:	
		E-mail:	

H. Applicant's Legal Counsel:

Firm Name:			
Contact:		Phone:	
Address:		Fax:	
		E-mail:	

I. Applicant's Bond Counsel:

Firm Name:			
Contact:		Phone:	
Address:		Fax:	
		E-mail:	

J. Insurance. Please provide proof of insurance including fidelity bond, property, worker's comp, and general liability (provide written explanation for any lack of insurance). Also, please provide proof of operator's certification.

**II. PROJECT**

A. *Project Information* – Please submit the Engineer's Report (see Attachment A) and copies of any Violation Notice(s), Consent Order, etc., if applicable.

Description of Project/Project Purpose:
Project Location:

B. *Applicant's Consulting Engineer* – Please provide a copy of the **Contract for Engineering Services**, if available.

Firm Name:			
Contact:		Phone:	
Address:		Fax:	
		E-mail:	

**III. PROJECT FINANCING**

A. *OWRB Financing*

Total OWRB Loan Amount:	
Total Project Cost (should correspond with Engineer's Estimated Total Project Cost):	

B. *Other Funding Sources* – including Federal/State participation (loans, grants, etc.) and any other sources including Applicant's local contribution, if any. Provide commitment letters if available.

Funding Source	Type of Request	Amount	Present Status Comment

**VERIFICATION**

STATE OF OKLAHOMA )  
 )  
COUNTY OF \_\_\_\_\_ )

ss.

I, \_\_\_\_\_, being first duly sworn and upon oath states: that I am the duly authorized representative for the Applicant herein; that I have read the contents of the within and foregoing LOAN APPLICATION and is familiar with the contents thereof; and that the matters and information therein set forth are, to the best of Applicant's knowledge and belief, true and correct.

\_\_\_\_\_  
(Applicant Name)

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

(Applicant's Representative)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

(SEAL)

**ATTORNEY'S CERTIFICATION AS TO LEGALITY OF APPLICATION**

I, the undersigned, certify that: I am an attorney representing the applicant herein with respect to the foregoing application attached hereto; the applicant is a [CHECK ONE]:

- municipality
- public trust
- rural water district
- other public entity (identify): \_\_\_\_\_

duly organized and existing under the laws of Oklahoma; the applicant possesses full power and authority to acquire, complete and operate the project described in this application; and this application has been lawfully and effectively authorized and executed as the valid action of the applicant.

\_\_\_\_\_  
Attorney at Law

Printed Name: \_\_\_\_\_

OBA No.: \_\_\_\_\_

## ATTACHMENT "A"

### I. PROCEDURE FOR PREPARING AN ENGINEERING REPORT FOR ALL PROJECTS FUNDED BY THE OKLAHOMA WATER RESOURCES BOARD.

#### A. Location.

The Oklahoma Guides for preparing Engineering Reports for water and wastewater projects is available on the Oklahoma Water Resources Board (OWRB) website. These guides, checklist, and forms were created by a joint effort of funding and regulatory agencies that are members of the Funding Agency Coordinating Team (more commonly known as the FACT team).

#### B. OWRB Website.

- [Engineering and Environmental Guides and Forms for Water and Wastewater Projects.](#) [PDF]
- Go to OPTION 2, which allows downloading selected sections of the guides, checklists, and forms.

#### C. File Names.

For Water Projects, select the following:

- [Guidelines for Engineering Reports for Water Projects.](#) [PDF]
- [Checklist for Engineering Reports for Water Projects.](#) [PDF]

For Wastewater Projects, select the following:

- [Guidelines for Engineering Reports for Wastewater Projects.](#) [PDF]
- [Checklist for Engineering Reports for Wastewater Projects.](#) [PDF]

#### D. Submittals.

One copy must be submitted to the Oklahoma Department of Environmental Quality, and one copy to the Water Resources Board with the Application.

### II. PROCEDURE FOR PREPARING AN ENVIRONMENTAL INFORMATION DOCUMENTS FOR "LOAN" PROJECTS FUNDED THROUGH THE DRINKING WATER AND CLEAN WATER STATE REVOLVING FUNDS.

#### A. Location.

The Oklahoma Guides for preparing Environmental Information for Drinking Water SRF and Clean Water (wastewater) SRF projects are available on the Oklahoma Water Resources Board (OWRB) website. These guides, checklists, and forms were also created by the FACT team.

#### B. OWRB Website.

- [Environmental Information Document Checklist for Water and Wastewater Projects.](#) [PDF]

#### C. Specific Public Hearing Requirements.

- Drinking Water SRF loan project contact ODEQ @ 405-702-8100.
- Clean Water (wastewater) SRF loan project contact OWRB @ 405-530-8800.