

## **MISSOURI WATER AND WASTEWATER REVIEW COMMITTEE PROPOSAL SUBMISSION PROCESS**

**General Requirements** - Applicants anticipating the use of state and/or federal funds to finance water or wastewater system improvements must complete a preliminary project proposal, consisting of the attached two-page proposal form and a preliminary engineering report. The applicant should submit one original and five copies (**for a total of SIX**) of the project proposal and preliminary engineering report to either the CDBG program or the DNR SRF programs.

*\*Please note:* The MWWRC must have **six copies** of all submitted documents (including maps/drawings) in order to distribute those copies to all the necessary members around the state of Missouri. If a revised engineering report is sent after the initial proposal submission, please send six copies of that document as well.

The MWWRC agencies include:

Missouri Department of Economic Development  
Community Development Block Grant Program  
301 W. High Street, P.O. Box 118  
Jefferson City, Missouri 65102

Missouri Department of Natural Resources  
State Revolving Fund  
205 Jefferson Street, P.O. Box 176  
Jefferson City, Missouri 65102

U.S. Dept. of Agriculture, Rural Development  
601 Business Loop 70 West, Parkade Center, Suite 235  
Columbia, Missouri 65203

**Review Procedure** - Each project proposal will be reviewed by the MWWRC as follows:

1. An original and five copies of the project proposal and preliminary engineering report are submitted to one of the MWWRC agencies.
2. The CDBG Program then distributes the project proposal to the remainder of the MWWRC members in state and local offices across Missouri.
3. The statewide MWWRC will review the project proposal within 30 to 45 days after submission. Proposals received between the 1<sup>st</sup> and the 15<sup>th</sup> of the month will be reviewed on or around the 15<sup>th</sup> of the following month. Proposals received between the 16<sup>th</sup> and the 30<sup>th</sup> will be reviewed on or around the 30<sup>th</sup> of the following month.
4. Following its review, the MWWRC will reply to the applicant by written correspondence. This correspondence shall include a summary of the MWWRC comments pertinent to the technical, operational, or financial aspect of the project proposal. Substantive comments by the MWWRC must be resolved prior to receiving a recommendation from the MWWRC. A recommendation from the MWWRC will state the appropriate agency or multiple agencies from which to seek financial assistance. However, a recommendation from the MWWRC does not assure funding from each appropriate agency. Each agency on the MWWRC will receive a copy of all correspondence stated above.

5. Each funding agency will follow its own full application process. Applicants seeking funding from multiple agencies must submit a full application to each particular agency.
6. If a full application varies significantly from the recommended project proposal, or if the facts have changed such that the feasibility of the proposed warrants further investigation, any member of the MWWRC may request that the project be reviewed again.
7. Assistance will be recommended only to the extent necessary to complete project activities over and above local efforts, and for solutions considered appropriate and feasible by the MWWRC.

## PRELIMINARY ENGINEERING REPORT REQUIREMENTS

A Preliminary Engineering Report (PER) must be submitted with a preliminary Project Proposal for all water and wastewater projects in the State of Missouri. The PER must be completed by a professional engineer registered in the State of Missouri. The signed seal of the professional engineer must be located on the cover of the PER prior to the initiation of the project proposal review process. The level of effort required to prepare the report and the depth of analysis within should be proportional to the size and complexity of the proposed project. **The PER must contain a title page that includes the project title, applicant's name, preparer's name, preparer's address, preparer's phone number, and date of submittal.** A table of contents must follow the title page and must clearly list each section and corresponding page number. The PER must follow the following outline and clearly present the required information contained within the outline. Upon review, additional information may be requested.

### I. Title Page

- A. Name of project.
- B. Owner of system
- C. Preparer name, address, phone, and fax numbers
- D. Date of submittal.
- E. Project Information Summary (USDA/RD CF Guide 20)
- F. Maps, photographs, and sketches which will indicate legal and natural boundaries, major obstacles, elevations, general service area, etc.

### II. Existing Facility Description

#### (Water)

- A. Location of existing drinking water treatment plant.
- B. Drinking water treatment plant design average and peak flows.
- C. Type of treatment process (must be included for distribution projects).
- D. Individual drinking water treatment units in treatment process.
- E. Inventory of existing distribution system.
- F. Approximate miles of distribution lines, number of pump stations, and storage facilities.
- G. Origin of funding for original facility, including existing debt.
- H. History and condition of facilities.
- I. Financial status of operating central facilities – rate schedules, annual O&M, status of current debts and reserve accounts, and tabulation of users by monthly usage categories.

#### (Wastewater)

- A. Location of existing wastewater treatment plant.
- B. Wastewater treatment plant design average and peak flows.
- C. Current NPDES permit.
- D. Wastewater treatment plant design BOD and TSS loadings ( include other loadings if applicable).
- E. Type of treatment process (must be included for sewer collection projects).
- F. Individual wastewater treatment units in treatment process.
- G. Inventory of existing sewer system.
- H. Approximate miles of gravity sewers and force mains, number of pump stations and related pump. station capacities (A sewer system inventory is not required if rehabilitation or construction of sewers is not included in the proposed project).
- I. Inflow and infiltration study (I/I).

1. Specify whether the collection system has been analyzed for I/I and indicate whether I/I is excessive.
  2. I/I study data and information is not required.
- J. Origin of funding for existing facility. Include existing debt.
- K. History and condition of facilities. Include methodology and delinquency rate.
- L. Financial status of operating central facilities – rate schedules, annual O&M, status of current debts and reserve accounts, and tabulation of users by monthly usage categories.

### **III. Description of Need**

- A. Present the need for new construction, expansion, or upgrade of existing facilities. Include health and safety concerns and O&M concerns (example: water loss, management, and other problems.)
- B. Status and future needs of other utilities.

### **IV. Projected Population And Flows**

#### (Water)

- A. List existing and projected population for twenty years.
- B. Estimate the population equivalent to be served by the proposed project.
- C. Present water consumption and the projected average daily demands, including fire flow demand.
- D. Present and/or estimated source water supply and yield.
- E. Present source water protection issues and sources of possible contamination.

#### (Wastewater)

- A. List existing and projected population for twenty year design life of project.
- B. Estimate the population equivalent to be served by the proposed project.
- C. List existing and projected average and peak flows for twenty-year design life of project.
- D. List existing and projected BOD and TSS loadings for twenty-year design life of project (additional loadings must be listed if applicable).

### **V. Alternatives Considered (Minimum Of Three)**

- A. Describe each alternative. (Include design parameters used, schematic layout map, land requirements, construction problems, etc.)
- B. Indicate construction and average annual operation and maintenance cost for each alternative.
- C. Always consider regionalization.

### **VI. Recommended Alternative For Proposed Project**

#### (Water)

- A. Location of proposed project.
- B. Summarize and establish the adequacy of proposed processes and unit parameters for the treatment of the specific water under consideration.
- C. Specify lengths and diameter of distribution system.
- D. Specify capacity of storage facilities.

#### (Wastewater)

- A. Location of proposed project.
- B. Specify wastewater treatment plant design average and peak flows .
- C. Specify wastewater treatment plant design BOD and TSS loadings.
- D. Specify individual wastewater treatment units to be upgraded or added.

- E. List anticipated effluent requirements.
- F. Specify lengths and diameter of gravity sewers or force mains to be constructed or rehabilitated.
- G. Specify average and peak hourly flow requirements for new sewage pump stations or existing pump stations that are to be up graded.

**VII. Reason For Selection Of The Recommended Alternative**

**VIII. Total Project Cost And Anticipated Annual Operation And Maintenance Cost Of Proposed Project**

**IX. Project Financing**

- A. Explain how the applicant will administrate the project.
- B. Explain how construction cost and additional operation and maintenance, including replacement, cost will be covered.
- C. Include present and projected user charge rates.
- E. Present existing and proposed project budget for applicant. Include O&M costs, captial improvement costs, debt repayment and status of reserve accounts.

**X. Environmental Review**

- A. Describe impacts that the proposed project may have on the environment.
- B. Indicate which agencies will be contacted for environmental clearances and provide any anticipated requests from these agencies.
- C. Specify anticipated changes to water quality that may result from the proposed project
- F. Describe the environment without the proposed project.
- G. Maps, photographs, studies and narratives. These materials should provide information on the location and significance of important land resources (farmland, rangeline, forestland, wetlands and 100/500 year floodplains, including stream crossings), historic sites, endangered species/critical habitats, etc., that must be considered in project planning.

**XI. Conclusion**

- A. When does the applicant anticipate receiving funding and why.
- B. Present need for project.
- C. Any additional information/recommendation.

# MISSOURI WATER AND WASTEWATER PROJECT PROPOSAL

Please note: Proposal Form must be completed in full to be considered by committee.

## 1. Identification Information (City, County, Water District, Sewer District): (List others, if joint application.)

- a) Name: \_\_\_\_\_
- b) Mailing Address: \_\_\_\_\_
- c) City, State, & Zip: \_\_\_\_\_ County: \_\_\_\_\_
- d) Chief Official: \_\_\_\_\_ Title: \_\_\_\_\_
- e) Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- f) Telephone Number: \_\_\_\_\_ Fed. Tax ID #: \_\_\_\_\_

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

- a) Name: \_\_\_\_\_ Title: \_\_\_\_\_
- b) Name of Agency: \_\_\_\_\_
- c) Mailing Address: \_\_\_\_\_
- d) City, State, & Zip: \_\_\_\_\_
- e) Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## 3. Other Information (for reporting purposes):

- a) Population of project service area or district/jurisdiction (use 2010 census if available): \_\_\_\_\_
- b) Median Household Income; if district, use county income):  
2000: \_\_\_\_\_ 2006-2010 ACS: \_\_\_\_\_
- c) State Representative District No.: \_\_\_\_\_ d) State Senator District No: \_\_\_\_\_

## 4. Funding Programs Considered (Please check all that apply and fill in dollar amounts):

- |   |  |
|---|--|
| <input type="checkbox"/> DNR – Clean Water SRF: \$ _____                            | <input type="checkbox"/> USDA – Rural Dev. Loan: \$ _____  |
| <input type="checkbox"/> DNR – Drinking Water SRF: \$ _____                         | <input type="checkbox"/> USDA – Rural Dev. Grant: \$ _____ |
| <input type="checkbox"/> DNR – Rural Water Grant: \$ <u>Not Currently Available</u> | <input type="checkbox"/> DED – CDBG Grant: \$ _____        |
| <input type="checkbox"/> DNR – Rural Sewer Grant: \$ _____                          | <input type="checkbox"/> Other: (please explain) \$ _____  |
| <input type="checkbox"/> DNR – 40% Grant: \$ <u>Not Currently Available</u>         |  |

## 5. Bond Issues

- a) Has a bond issue for this project been passed?  Yes  No If yes, what is the amount? \$ \_\_\_\_\_
- b) What type of bond issue was passed?  Revenue bond  General Obligation bond
- c) Please submit copy of ballot language with this proposal form, if bond has been passed.
- d) Is there an intention to pass a bond?  Yes  No If so, when will it be on the ballot? \_\_\_\_\_  
In what amount? \$ \_\_\_\_\_
- e) Has a lending agency been consulted?  Yes  No f) Are there existing bonds?  Yes  No
- g) What is the debt service on existing bonds? \_\_\_\_\_

## 6. Briefly describe project need, impact, and proposed actions to address need (attach page, if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**7. Project Type:**

Water                       Wastewater

**Has the anti-degradation process been completed?**  Yes  No  N/A as determined by consultant  
 If yes, please attach appropriate documentation.

**8. User Charge Information (must complete for both systems):**

Do you have separate water and wastewater accounts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>WATER</b>	<b>WASTEWATER</b>
Is your water system metered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Total annual metered water use:		N/A
Number of residential users (hookups):		
Number of non-residential users (hookups):		
Current monthly residential charge for 5,000 gallons used:		
Proposed monthly residential charge for 5,000 gallons used (assuming no grant funds received):		
Month and year of last rate increase:		
Gross revenues for last fiscal year:		
Gross expenses for last fiscal year:		

**9. Proposed Project Cost Estimate (must correspond with attached preliminary engineering report):**

Activity	Estimated Cost
a. Construction (Date of cost estimate: _____)	
b. Engineering Fees	
c. Construction Inspection (if separate from eng. fees)	
d. Property Acquisition (site, right-of-way, appraisals, etc.)	
e. Legal and Bonding	
f. Other Professional Services	
g. Other (specify): _____	
h. Contingencies (5% of construction cost)	
<b>i. TOTAL PROJECT COST</b>	

**10. Describe evidence that project area or beneficiaries will meet the income requirements of RD or CDBG programs:**

\_\_\_\_\_

\_\_\_\_\_

**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.

Name and title of Chief Official: \_\_\_\_\_

Signature of Chief Official: \_\_\_\_\_ Date: \_\_\_\_\_