ONLINE LOAN APPLICATION PROJECT INFORMATION FORM AND ABRIDGED APPLICATION GUIDELINES

Texas Water
Development Board

Guidelines and Instructions to completing and submitting your CWSRF and DWSRF Project Information Form(s) or SWIFT Abridged Application.

Online Loan Application (OLA)

Website: https://ola.twdb.texas.gov

Relevant Online Resources:

OLA PIF Quick Reference Slide Show

Clean Water State Revolving Fund (CWSRF)

Drinking Water State Revolving Fund (DWSRF)

State Water Implementation Fund for Texas (SWIFT)

OLA Registration Procedures

1) Select the "Register" radio button on the OLA Login Screen
2) Fill out required Registration fields (Username, Password, and Phone)
3) Select Continue
4) FINISHED! You are a registered OLA user.

 Note: Your username is your e-mail address.

PIF (PIF) Entry Procedures for Customers

Note: All Section Numbers referenced in guidance correlate with the paper PIF.

OLA PIF RECORD ENTRY

1) Log-in to the OLA system: https://ola.twdb.texas.gov

2) Select the "Start New PIF" icon on the Project Information Forms (PIF) Dashboard; the OLA system will generate a unique 6 digit reference number associated with the PIF.

3) Select the appropriate SFY the entity wishes to apply for.

4) **PIF Roles** – Complete the PIF Roles based on user involvement with preparing or reviewing the PIF record.
    a. (Applicant) – The user who initiates a PIF record will be automatically assigned the Applicant role. The Applicant has all rights to edit and submit the record. A single record may have multiple Applicants.
    b. (Contributor) – The Applicant may add additional users to edit and contribute to the PIF record. Contributors cannot submit the PIF record on behalf of the entity. A single record may have multiple contributors.
    c. (Viewer) – The applicant may add additional users to only view the record. A viewer cannot edit or submit a record. A single record may have multiple Viewers.

    Note: As the originator of the record, your contact information will be listed as an applicant.

5) **PIF Type** – (Section 3) Select the Program and Project Category associated with the PIF. Selection of the Program Type and Project Category will automatically populate the required data for that specific program and category.

    Note: Warning message should appear any time you attempt to change the program type or category. If you change a records program type all data previously entered will be erased.

6) **General Information** – (Section 1)
    a. Name of Entity – Begin to type the name of the entity associated with your specific record. A drop down menu will appear and allow you to select the entity's name. If the entity is not on the drop down menu, select "New Entity" and enter the name into the "New Entity Name" field.
    b. County – Begin to type the name of the primary county the entity is located within. A drop down menu will appear and allow you to select the appropriate County Name.
    c. PWS ID No. (DWSRF Only) – Enter the Public Water System (PWS) I.D. number associated with the applying entity in this field.
    d. CCN No. (DWSRF Only) – Enter the Certificate of Convenience & Necessity (CCN) number associated with the PIF record in this field.
    e. Entity Contact Information – Enter the contact information for the primary project contact.
    f. Engineering Contact Information – Enter contact information for the engineer associated with preparing this record.

7) **Service Area Information** – (Section 2)
   a. Population Served – Enter population of the entity's service area.
   b. Total Household Connections – Enter the total number of household connections within the service area of the entity.

8) **Project Description** – (Section 4)
   a. Name of Project – Enter a short, unique name for the entity's proposed project.
   b. Project Description (short) – Enter a short, 1-2 sentence description of the project.
   c. Project Description (long) – Provide a detailed description of the proposed problem and solution for the entity's project.
   d. Current Health and Compliance Factor and/or MCL Violations and Physical Deficiencies – Please describe any health and compliance violations the entity's system may be experienced, and that which the proposed project will assist in solving.
   e. Cost Categories (DWSRF) – Indicate the appropriate cost categories associated with the proposed funding requests from the entity.

   Note: The Cost Categories selected on this screen will affect the availability of cost category rows in the Estimated Costs Table. Please be sure you are selecting all identified cost categories.

9) **Rating Criteria** – Rating Criteria sections correlate with type of program selected on the PIF Type section. Please review the question(s), answer appropriately, and attach any required documentation to support your answers.
   a. Public Water System Projects (DWSRF only)– (Section 5)
   b. Consolidation (DWSRF Only) – (Section 5 & Consolidation Worksheet)
   c. Source Water Protection Projects (DWSRF only) – (Section 6)
   d. Publically Owned Treatment Works (CWSRF only) – (Section 5)
   e. Nonpoint Source Pollution Control (CWSRF only) – (Section 6)
   f. Estuary Management (CWSRF only) – (Section 7)

10) **Effective Management Rating Criteria** – Review questions and answer appropriately regarding the entity's effective management practices.
    CWSRF – (Section 9)
    DWSRF – (Section 6)

11) **Green Project Information** – Indicate any associated green costs and the category in which they qualify according to the Green Project Guidance (TWDB-0161).
    CWSRF – (Section 10)
    DWSRF – (Section 7)

12) **Refinancing** –Indicate whether the entity would like to refinance existing debt. Attach required support documentation.
CWSRF – (Section 11)
DWSRF – (Section 8)

Note: TWDB cannot refinance existing debt service associated with any other TWDB financial assistance.

13) **Readiness to Proceed (RTP)** –Provide information regarding construction permits, progress of any land associated land acquisition, progress of project design, and expected construction timelines.
CWSRF – (Section 12)
DWSRF – (Section 9)

14) **Estimated Costs** –Record costs associated with each applicable phase and cost category. Ensure that calculations are totaling correctly. Scan and attach the Estimated Costs Table and Authorized Signature Sections to this screen in OLA. CWSRF – (Section 13 & 14) DWSRF – (Section 10 & 11)

Note: If the grand total of this project is greater than $100,000, ensure that the seal and signature of the registered Professional Engineer who prepared the cost estimates are included with the signature of the entity's authorized representative.

15) **Disadvantaged Review** – If the entity would like to pursue Disadvantaged Community eligibility, the user must complete these worksheets.

   a. **General Information –** indicate whether the entity chooses to pursue disadvantaged eligibility, identify whether the entity will utilize Census or Survey data, and attach a map of the entity's service area.

   b. **Survey Data –** upload the approved TWDB survey and enter select data regarding Annual Median Household Income (AMHI), Household Size, Current Population, Prior Population, and Unemployment Rate.

c. **Census Data** – search and add all geography boundaries associated with the service area to be considered for disadvantaged eligibility, Census data will automatically generate.

    i. The search function should automatically narrow down your results based on the information you have entered (e.g. Census Tract 9401; Block Group 2; Texas City; Travis County)

    ii. Manually input the total number of household connections for each geography boundary selected. Adjusted AMHI, Household Size, Population Rates, and Unemployment rates will automatically calculate.

d. **Water/Sewer Rates** – enter the entity's most recent water and/or sewer rate structure to determine the Average Annual Water and/or Sewer Bills. Add as many rate tiers as needed.

    a. Water Rate (N/A) or Sewer Rate (N/A) - Select the Water Rate or Sewer Rate (N/A) radio button if the entity does not provide Water or Sewer services. This will determine the entity's required Household Cost Factor Threshold.

    b. Average Monthly Gallons per user – Auto-populated based on information provided by TWDB.

    c. Average Household Size – Auto-populated based on information entered on previous disadvantaged screen.

    d. Average monthly water flow/sewer flow per household – Auto-calculated by the Average Monthly Gallons per user and the entity's average household size.

    e. Monthly Water/Sewer Rate Schedule -
- From (Gallons) – After the initial rate tier, enter previous usage threshold for each tier rate.
- To (Gallons) – Enter the usage threshold for each rate tier by gallons.
- Rate – Enter the amount charged for each rate tier.
- Type -
  - Fixed – Rate is a flat charge for first XX gallons.
  - Variable – Rate is charged based on additional XX gallons.
- Per – Enter the variable defined in terms of gallons, as associated with the specific rate tier.

    f. Other Monthly Charges – List any other additional charges used to subsidize the water system.

    g. Average Annual Water/Sewer Bill – Auto-calculated based on information entered in the Monthly Water/Sewer Rate Schedule and the Other Monthly charges.

e. **Disadvantaged Community Estimated Eligibility Summary –** Provides the entity a summary of calculations to determine the estimated eligible amount of principal forgiveness.
  a. Annual Loan Cost Per Customer – Auto-calculated based on the TWDB requested project costs.
  b. Unemployment Adjustment – Auto-calculated based on a comparison of the entity's unemployment rate and the State's unemployment rate.
  c. Population Adjustment – Auto-calculated based on a comparison of the entity's population growth or decline.
  d. Household Cost Factor – Auto-calculation to determine the entity's initial household cost factor.
  e. Household Cost Factor Difference – Auto-calculation to determine the entity's final adjusted Household Cost Factor taking into consideration water and/or sewer services.
  f. Estimated Principal Forgiveness – Auto-calculated estimated principal forgiveness percentage.

Note: All Disadvantaged calculations are subject to final review and correction by TWDB staff, and a final determination will be provided when the project is listed in the Intended Use Plans Project Priority List.

16) **Additional Attachments** – Scan and attach any relevant support documentation.

Note: The document will upload and be labeled as the documents original saved name.

17) **Review** – OLA will automatically review the PIF for all required documentation. If there is missing fields, OLA will indicate the field in the Missing Information list and the user may select each link to be taken directly to the missing data field.

18) **Submittal** – Once the record is complete and all information is recorded the user will be able to proceed from the Review page and submit the record. Only the applicant has the ability to submit the record, and will electronically sign the document prior to submission.

19) **Roll-Forward Eligible –** If an entity is pursuing phased funding, or did not receive financial assistance during the prior round of funding, the project will be identified as Roll-Forward Eligible. If the entity wishes to pursue future funding, the user will approve the project Roll-Over, a new record will be generated with all previous record information, excluding the Readiness to Proceed, Estimated Costs, and Disadvantaged sections. Update the required fields and re-submit the record.

Note: Be sure to update contact information as appropriate on an annual basis.

SWIFT Abridged Application Entry Procedures for Customers

OLA PIF RECORD ENTRY

1) Log-in to the OLA system: https://ola.twdb.texas.gov

2) Select the "Start New PIF" icon on the PIFs Dashboard; the OLA system will generate a unique 6 digit reference number associated with the PIF.

3) Select the appropriate SFY the entity wishes to apply for.

4) **PIF Roles** – Complete the PIF Roles based on contact information presented on the PIF.
   a. (Applicant) – The user who initiates a PIF record will be automatically assigned the Applicant role. The Applicant has all rights to edit and submit the record. A single record may have multiple Applicants.
   b. (Contributor) – The Applicant may add additional users to edit and contribute to the PIF record. Contributors cannot submit the PIF record on behalf of the entity. A single record may have multiple contributors.
   c. (Viewer) – The applicant may add additional users to only view the record. A viewer cannot edit or submit a record. A single record may have multiple Viewers.

   Note: As the originator of the record, your contact information will be listed as an applicant.

5) **PIF Type** – Select SWIFT.

   Note: Warning message should appear any time you attempt to change the program type or category.

6) **General Information**
   a. Name of Entity – Begin to type the name of the entity associated with your specific record. A drop down menu will appear and allow you to select the entities name. If the entity is not on the drop down menu, select "New Entity" and enter the name into the "New Entity Name" field.
   b. County – Begin to type the name of the primary county the entity is located within. A drop down menu will appear and allow you to select the appropriate County Name.
   c. Entity Contact Information – Enter the contact information for the primary project contact.
   d. Engineering Contact Information – Enter contact information for the engineer associated with preparing this record. SWIFT Abridged Applications can be submitted without information in the Engineering Contact Information fields.

7) **Service Area Information**
   a. Population Served when fully operational – Provide the population your proposed project will serve once it is fully operational. If this number deviates from the population projections used in the development of the most recently adopted regional water plan, please use the "Additional Attachments" section to provide an explanation for your response.

8) **Project Description**
   a. Name of Project – Provide the name of the project as it appears in the most recent state water plan.
   b. Where can Project be found in the most recent Regional Water Plan? – Indicate where the project is described in the regional water plan, as well as its capital costs.
   c. Please attach a list of the public water systems served by the proposed project – Attach a list of all public water systems that will be served by the project. This list should include all wholesale water customers when the applicant is a wholesale water provider.
   d. Project Description – Provide a description of the proposed project. This field will expand to accommodate longer descriptions. A high degree of detail is not required at this stage, but the description should clearly explain what will be accomplished with the requested SWIFT assistance.
   e. Region – Use the drop-down list to select the Regional Water Planning Group for the project area.
   f. Phase(s) Applied For – Indicate which phase(s) will be accomplished with the requested assistance. Check all boxes that apply: any combination of Planning, Acquisition, Design, and Construction is eligible for SWIFT.
   g. Emergency – Use the checkboxes to indicate which emergency characteristics apply to the proposed project. If none of the three provided characteristics are applicable, select "None of the above".
   h. Agricultural Efficiency Project? – If the project will result in an agricultural efficiency improvement, select "Yes". Indicate the amount of anticipated improvement using the selections that appear after "Yes" is clicked, and provide an attachment explaining the basis for your calculation.
   i. Household Cost Factor – Provide the estimated average annual residential water bill and annual median household income for the project service area. TWDB staff will use this information to calculate the Household Cost Factor for the project.
   j. Project expected to produce/conserve water – Indicate whether the project will produce or conserve water, and provide the volume of water that will be produced or conserved (in acre-feet per year).

9) **Readiness to Proceed**
   a. Indicate the project's readiness to proceed by selecting all applicable boxes.

10) **Estimated Costs**
   a. Estimated Project Costs – Enter the amount requested in each SWIFT assistance category, as well as any local contribution or funding from other sources. For more information on the available SWIFT assistance options, please visit www.twdb.texas.gov/financial/programs/SWIFT.
   b. Anticipated Commitments – Indicate whether the request is for a one-time or multi-year commitment. If a multi-year commitment is requested, please attach your proposed multi-year schedule.

11) **Additional Attachments** – This section provides the opportunity to attach additional information related to your project or requested assistance.