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| **To be considered for the upcoming SFY 2024 LSLR Intended Use Plan (IUP), you must submit your Project Information Form (PIF) by April 1, 2024.**  **Completed PIFs and required documentation should be submitted via email to** [**DWSRF@twdb.texas.gov**](mailto:DWSRF@twdb.texas.gov)**.** |

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| **Section 1. GENERAL INFORMATION** | | | | | | | | | |
| **Please Indicate the State Fiscal Year (SFY) for this PIF:** | | | | | **For SFY 2024 LSLR IUP** | | |  | |
| **Name of Entity**  (City, Town, County, District, PWS, WSC, etc.) | | | | | **County** | | | | |
|  | | | | |  | | | | |
| **Public Water System (PWS) ID No.** | | | | | **Certificate of Convenience & Necessity (CCN) No.** | | | | |
| TX | | | | |  | | | | |
| **Name of Project**  (Provide a brief name for this project.) | | | | | **Proposed Total Project Costs**  (Section 6, Line K.) | | | | |
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| **Entity Contact Information** | | | | | **Engineering Firm Contact Information** | | | | |
|  | | | | | **Name of Firm** |  | | | |
| **Contact Person** | |  | | | **Contact Person** |  | | | |
| **Title & Department** | |  | | | **Title & Department** |  | | | |
| **Mailing Address** | |  | | | **Mailing Address** |  | | | |
| **Phone Number** | |  | | | **Phone Number** |  | | | |
| **Email Address** | |  | | | **Email Address** |  | | | |
|  | | | | | | | | | |
| **Section 2. SERVICE AREA MAP** | | | | | | | | | |
| **Attach and submit a map of the entity’s current service area. The map of the service area must be overlaid by a map of the census boundaries in the service area.** | | | | | | | | | |
| To determine population served indicate the number of people who reside within the service area of, or receive wholesale or retail water service from, the entity based on the most recent data available from the most recent [American Community 5-year Estimates](https://data.census.gov/cedsci/?q=&g=) or the most recent ACS 5-year data found in [Census Data Search (WRD-284)](https://www.twdb.texas.gov/financial/instructions/doc/WRD-284.pdf). | | | | | | | | |
| For an **unincorporated area** (e.g., a county, district, river authority, system, or corporation), provide a table that 1) identifies the number of household connections within each block group that covers the entity’s service area and 2) prorates the population accordingly. See example table in [Census Data Search (WRD-284).](https://www.twdb.texas.gov/financial/instructions/doc/WRD-284.pdf) | | | | | | | | |
| **Population Served** | |  | **Total Household Connections** | | |  | | |

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| **Section 3. PROJECT DESCRIPTION** | | | | |
| **Please provide a detailed description of the proposed project to identify and/or replace lead service lines.** | | | | |
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| **Section 4. ADDITIONAL ELIGIBILITY & RATING CRITERIA FOR LSLR PROJECTS** | | | | |
| **A.** | **A.1 Has the entity identified any lead service lines in the project area?** | | **YES** | **NO** |
|  | **A.2 How many lead service lines are estimated to be replaced in your system?** | |  | |
| **B.** | **What is the project area’s Annual Median Household Income (AMHI)?**  **To be eligible for this funding, 51 percent or more of the proposed project beneficiary area based on household connections must have an Annual Median Household Income (AMHI) that does not exceed 150 percent of the state’s AMHI.** The state AMHI from the U.S. Census 2022 American Community Survey (ACS) 5-year estimate is $73,035; therefore, **the AMHI of the proposed project beneficiary area must not exceed $109,552.**  Prior to beginning your calculations, obtain a list of the U.S. Census Block Groups and/or Census Tracts containing any portion of the project area, their associated AMHIs, and number of household connections in each. Refer to [Census Data Search (WRD-284)](https://www.twdb.texas.gov/financial/instructions/doc/WRD-284.pdf) for guidance on obtaining Census data.  Beginning with Calculation B.1, below, calculate the average (mean) AMHI of all U.S. Census Bureau Block Groups and/or Census Tracts containing any portion of the project service area. If the AMHI of your project area does not meet the 150 percent threshold by using Calculation B.1, proceed to Calculation B.2. If the AMHI does not meet the 150 percent threshold using Calculation B.2, proceed to Calculation B.3.  ***See Appendix A: “Determining Disadvantaged Community Eligibility Examples” for examples of data and calculations.***  Alternatively, you may conduct an income survey to determine the applicable AMHI (B.4). **All entities must obtain approval prior to conducting the survey to use survey data instead of the most recent available American Community Survey data.** Previously completed surveys, including surveys completed for funding from other sources, will be rejected if they do not follow survey methods listed in the latest version of the [Socioeconomic Survey Guidelines (WRD-285)](http://www.twdb.texas.gov/financial/instructions/doc/WRD-285.pdf). An approved survey may be considered valid for the five (5) year period (60 months) prior to the date the TWDB receives the Project Information Form. | | | |
|  | **ONLY If a survey was approved, conducted, and results approved within the past five (5) year period (60 months)** prior to the date TWDB received this PIF enter the date of approved survey and resulting AMHI here.  You must also attach the survey approval letter issued by TWDB.  **All other applicants please proceed to Calculation B.1.** | **Resulting Survey AMHI and Year Approved**    If less than or equal to $109,552, no further calculations are required. Proceed to Part C.  If the resulting AMHI from a survey is greater than $109,552 the entity will not be eligible for funding under the LSLR Program. | | |
|  | **B.1 Average AMHI** *🡨 all applicants start here*  Using the U.S. Census Data obtained above, calculate the Average AMHI of the project service area using the following formula:    *Where A1 equals the AMHI for Tract A, B1 equals the AMHI for Tract B, etc., and “n” equals the total number of representative Census Tracts. No household connections are required for this calculation.*  You **must** attach:   1. a copy of your full calculation, AND 2. a table showing the U.S. Census data used.   Data table must include a list of the U.S. Census Block Groups and/or Census Tracts containing any portion of the project area and their associated AMHIs. | | **Average AMHI**    If less than or equal to $109,552, no further calculations are required. Proceed to Part C.  If greater than $109,552, proceed to Calculation B.2 | |
|  | **B.2 Weighted Average AMHI**  Calculate the Weighted Average AMHI of the project service area using the following formula:  *Where ”A1” equals the AMHI for Tract A, “B1” equals the AMHI for Tract B, etc., and “A2” equals the number of household connections in Tract A, “B2” equals the number of household connections in Tract B, etc.*  You **must** attach:   1. a copy of your full calculation, AND 2. a table showing the U.S. Census data used.   Data table must include a list of the U.S. Census Block Groups and/or Census Tracts containing any portion of the project area, their associated AMHIs, and their associated household connections. | | **Weighted Average AMHI**    If less than or equal to $109,552, no further calculations are required. Proceed to Part C.  If greater than $109,552, proceed to Calculation B.3 | |
|  | **B.3 Percent of Households with AMHI below 150% of state AMHI**  Calculate the percentage of household connections in the project service area with an AMHI below 150% of the state AMHI using the following formula:  You **must** attach:   1. a copy of your full calculation, AND 2. a table showing the U.S. Census data used.   Data table must include a list of the U.S. Census Block Groups and/or Census Tracts containing any portion of the project area, their associated AMHIs, and their associated household connections. | | **Percentage of Household Connections with AMHI below 150% of state AMHI**    If resulting percentage is 51% or greater, system is eligible as a Disadvantaged Community under the LSLR Program.  If the resulting percentage is less than 51%, the entity will not be eligible for funding under the LSLR Program. | |

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| **Section 5. READINESS TO PROCEED** | | |
| 1. **Inventories** | **Yes** | **No** |
| Has the entity completed an inventory of service lines, including location and/or mapping of any lead service lines?  *Note: A complete inventory is* ***not*** *required to apply for funding* |  |  |
| 1. **Permitting** | **Yes** | **No** |
| Have all applicable permitting aspects of the project, including acquisition of water rights and/or Certificate of Convenience and Necessity (CCN), or TCEQ approval and completion of piloting been achieved?   * If **“Yes,”** please provide the permit name(s) * If **“No,”** identify in the space below each federal, state, or local permit, license or other authorizations needed for the project and the status of each. |  |  |
|  | | |
| **C. Land Acquisition** | **Yes** | **No** |
| Have all land acquisitions and easements necessary to complete the project been obtained? |  |  |
| If **“No,”** please explain in the space below and provide an anticipated completion date. | **Completion Date** (mm/dd/yyyy) | |

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| **D. Design** | | | | | | **Yes** | **No** |
| 1. Have you completed the design process including full development of plans and specifications? (If **“No,”** proceed to Question 2. If **“Yes,”** proceed to Part E.) | | | | | |  |  |
| **2**. Has design work **progressed beyond preliminary design**? If so, please provide the completion date. Completed preliminary design documents must consist of the following:   * Design criteria, preliminary drawings, outline of specifications, written descriptions of the project, and updated opinion of probable cost. * Project Sites are plotted on site maps, the site has been surveyed, and geotechnical analysis of the site is complete. | | | | | |  |  |
| * Additional details as to what linework portions to be replaced are well defined. | | | | **Completion Date** (mm/dd/yyyy) | | | |
| **3**. Will design work be initiated after the TWDB releases design funds for this project? | | | | | |  |  |
| **E. Environmental Review** | | | | | |  |  |
| Only answer “Yes” to **ONE** of the following four questions: | 1. Have you received a Finding of No Significant Impact (FNSI), Categorical Exclusion (CE), a Record of Decision (ROD), or an environmental determination prepared by another entity in compliance with the National Environmental Policy Act (NEPA) for this project? For projects that may qualify for a FNSI, please review [31 TAC §371.44](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=31&pt=10&ch=371&rl=44); or that require a CE, review [31 TAC §371.43](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=31&pt=10&ch=371&rl=43); or that require a ROD, review [31 TAC §371.49](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=31&pt=10&ch=371&rl=49); or that have a determination by another entity, review [31 TAC §371.51](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=31&pt=10&ch=371&rl=51). | | | | |  |  |
| If “**Yes**,” provide Issuer (Agency) and date of issuance(s): | | **Issuer** | | **Date of Issuance** (mm/dd/yyyy) | | |
| 1. If an environmental finding has not been issued, does your project meet the criteria to receive Categorical Exclusion as defined at [31 TAC §371.42](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=31&pt=10&ch=371&rl=42)? | | | | |  |  |
| 1. Can you submit an environmental report with the completed loan application that documents coordination with agencies has proceeded sufficiently to determine that no major issues remain? | | | | |  |  |
| 1. Will the environmental review be initiated after the TWDB releases planning funds for this project? | | | | |  |  |
| **F. Construction Phase** (Estimated start date for first contract and estimated completion date for last contract) | | **Start Date** (mm/dd/yyyy) | | **Completion Date** (mm/dd/yyyy) | | | |
| **G. Project Bidding and Contracts** | | | | | |  |  |
| Will the proposed project be ready to advertise for construction bids immediately following a funding commitment for construction costs? | | | | | |  |  |
| If you are seeking reimbursement for eligible planning and/or design costs, was the work performed in compliance with applicable state law and federal crosscutters, including procurement following Disadvantaged Business Enterprise (DBE) requirements? For more information on DBE, please visit <http://www.twdb.texas.gov/financial/programs/DBE/index.asp>. | | | | | |  |  |
| N/A | |
| How many months will it take to close the loan after receiving a funding commitment? Projects deemed ready to proceed to construction must be able to expend funds quickly after receiving a funding commitment. | | | | | | Months | |

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| **Section 6. ESTIMATED COSTS** | | | | | | | |
| **Cost Category** | | **(a) Planning** | **(b) Acquisition** | | **(c) Design** | **(d) Construction** | **(e) Total**  (a)+(b)+(c)+(d) |
| **Check the phase(s) for which DWSRF LSLR funding is desired** | |  |  | |  |  |  |
| **A.** | Inventories |  |  | |  |  |  |
| **B.** | Service Lines |  |  | |  |  |  |
| **C.** | Land Acquisition |  |  | |  |  |  |
| **D.** | Engineering |  |  | |  |  |  |
| **E.** | General, Legal, Financial |  |  | |  |  |  |
| **F.** | Contingency |  |  | |  |  |  |
| **G.** | Other (Describe cost) |  |  | |  |  |  |
|  |
| **H.** | Subtotal (Add Lines A-G) |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
| **I.** | Financing from Local Funds |  |  | |  |  |  |
| **J.** | Financing from Other Sources |  |  | |  |  |  |
| **K.** | Subtotal, SRF-Funded Amount (Subtract Lines I and J from Line H) |  |  | |  |  |  |
| **Note: A loan origination fee will be applied to any committed loan amount.** | | | | | | | |
| **6.A Maximum Construction Amount**  Regardless of the estimated project cost categories and associated costs provided above, please provide an estimate of the *maximum* amount of construction funding that could be needed to complete the removal and replacement of lead service lines in the project service area. | | | | | | |  |
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| **Section 7. AUTHORIZATION AND SIGNATURE** | | | | | | | |
|  | | | |  | | | |
| **Printed Name and Title of Entity’s Authorized Representative** | | | | **Telephone Number** | | | |
|  | | | |  | | | |
| **Signature of Entity’s Authorized Representative** | | | | **Date (mm/dd/yyyy)** | | | |
| If the grand total (Section 6, Line K) is **less than or equal to $100,000**, include:  • Statement establishing the basis for the project cost.  • Signature of system operator. | | | | If the grand total (Section 6, Line K) is **greater than $100,000**, include:  • Seal of registered Professional Engineer.  • Signature of registered Professional Engineer. | | | |
|  | | | |  | | | |

This form must be completed in full to be considered for rating and inclusion in the DWSRF LSLR Program IUP. Incomplete forms will prevent projects from being rated.

**For questions, contact:** Heather O’Keefe, (512) 475-1835, [DWSRF@twdb.texas.gov](mailto:DWSRF@twdb.texas.gov)

Texas Water Development Board (TWDB)

**Drinking Water State Revolving Fund (DWSRF)**

**Lead Service Line Replacement (LSLR)**

**Project Information Form (PIF)**

**Appendix A: Determining Disadvantaged Community Eligibility Examples**

Please refer to the formulas and examples below to assist with your calculation to determine whether your system meets Disadvantaged Community Eligibility criteria.

To be eligible for Disadvantaged Community principal forgiveness, the service area AMHI (using one of the 4 calculations below) must be less than 150% of the state AMHI. For this funding cycle, the state AMHI is $73,035, so the 150% threshold is $109,552 and under.

Example 1 illustrates using the Census Place geographic area. This data should be used if your service area covers the entire Census Place geographic area. In this example, Census Data A meets the Disadvantaged eligibility, so using Methods 1, 2, and 3 is not needed.

Example 2 illustrates using Method 1, the standard average of the AMHI amounts for each Census Tract covering a service area. In this example, Census Data B meets the Disadvantaged eligibility, so using Method 2 and 3 is not needed.

Example 3 illustrates using Method 2, the weighted average of the AMHI amounts for each Census Tract covering a service area. In this example, Census Data C does not meet the Disadvantaged eligibility using Method 1, but does meet using Method 2, so using Method 3 is not needed.

Example 4 illustrates using Method 3, majority of households in Census Tracts covering the service area that have an AMHI below 150% of the state AMHI. In this example, Census Data D does not meet the Disadvantaged eligibility using Method 1 and 2, but does meet Disadvantaged eligibility using Method 3 because 61% of the households are in Census Tracts that have an AMH below 150% of the state AMHI.

Examples 2, 3, and 4 uses Census Tract data, but Census Block or Census Block Group data can also be used.

**For this funding cycle, applicants must use the U.S. Census 2022 American Community Survey (ACS) 5-year estimates dataset.**

Alternatively, as with general program activities, the entity may conduct an income survey for determining the applicable AMHI If your service area does not meet the Disadvantaged eligibility using the Census Place or Method 1, 2, or 3. Any survey being used for income determination must be completed within five years of prior to the date the TWDB receives the PIF.

The same method and data source used for the AMHI calculation method below will be used for the unemployment rate and change in population. If an income survey is used, TWDB will use the most appropriate geographical area that represents the proposed project beneficiaries for determining the unemployment rate and change in population.

**Example 1: Using Census City/Place geographic area**

**Census Data A**

|  |  |  |
| --- | --- | --- |
| **Census Place ID** | **AMHI** | **Household Connections** |
| Texas Town city, Texas | 89,000 | 2500 |

In this example, the Census Place AMHI (**$89,000**) is below the 150% of the state AMHI ($109,552), so the system meets Disadvantaged Community Eligibility criteria. The calculation Methods 1, 2 and 3 are not needed.

**Example 2: Using Method 1 (Average)**

**Census Data B**

|  |  |  |
| --- | --- | --- |
| **Census Tract ID** | **AMHI** | **Household Connections** |
| Tract A | 60,000 | 150 |
| Tract B | 105,000 | 200 |
| Tract C | 68,000 | 175 |
| Tract D | 45,000 | 150 |
| Tract E | 85,000 | 200 |

**Method 1 (Average):**

*Where: “A1” equals the AMHI for Tract A, etc.*

*“n” equals the number of representative Census Tracts*

In this example, the average AMHI (**$72,600**) of the representative Census Tracts isbelow the 150% of the state AMHI ($109,552), so the system meets Disadvantaged Community Eligibility criteria. The calculation Methods 2 and 3 are not needed.

**Example 3: Using Method 2 (Weighted Average)**

**Census Data C**

|  |  |  |
| --- | --- | --- |
| **Census Tract ID** | **AMHI** | **Household Connections** |
| Tract A | 85,500 | 150 |
| Tract B | 135,000 | 140 |
| Tract C | 98,500 | 190 |
| Tract D | 134,000 | 95 |
| Tract E | 95,500 | 200 |

**Method 1 (Average):**

*Where: “A1” equals the AMHI for Tract A, etc.*

*“n” equals the number of representative Census Tracts*

**Method 2 (Weighted Average):**

*Where: “A1” equals the AMHI for Tract A, etc.*

*“A2” equals the number of household connections in Tract A, etc.*

In this example,the average AMHI ($109,700) of the representative Census Tracts isabove the 150% of the state AMHI ($109,552), but the weighted average AMHI (**$106,154.84**) is below the 150% of the state AMHI so the system meets Disadvantaged Community Eligibility criteria. The calculation Method 3 is not needed.

**Example 4: Using Method 3 (Majority of Households)**

**Census Data D:**

|  |  |  |
| --- | --- | --- |
| **Census Tract ID** | **AMHI** | **Household Connections** |
| Tract A | 85,500 | 115 |
| Tract B | 135,000 | 155 |
| Tract C | 98,500 | 190 |
| Tract D | 134,000 | 145 |
| Tract E | 95,500 | 180 |

**Method 1 (Average):**

*Where: “A1” equals the AMHI for Tract A, etc.*

*“n” equals the number of representative Census Tracts*

**Method 2 (Weighted Average):**

*Where: “A1” equals the AMHI for Tract A, etc.*

*“A2” equals the number of household connections in Tract A, etc.*

**Method 3 (Majority of Households):**

*If resulting % is 51% or greater, system is eligible as Disadvantaged Community*

*Where: “A2” equals the number of household connections in Tract A, etc.*

In this example,the average AMHI ($109,700) and the weighted average AMHI ($109,671.97) of the representative Census Tracts areabove the 150% of the state AMHI ($109,552), but the percentage of households located in Census Tracts where the AMHI is below the 150% of the state AMHI is **62%** so the system meets Disadvantaged Community Eligibility criteria.