**Introduction**

The Texas Water Development Board (TWDB) appreciates your interest in the Clean Water State Revolving Fund (CWSRF) program. The CWSRF program assists communities by providing low-cost financing for a wide range of wastewater, stormwater, and other pollution control projects. We are excited to be able to offer year-round funding opportunities within the CWSRF program and look forward to your participation.

**PIF Submittal Requirements**

Funding for wastewater infrastructure projects is available **YEAR-ROUND**. In order to be invited to apply for funding, entities must submit a complete PIF, undergo public review, and be included on the CWSRF program Intended Use Plan Project Priority List. Once the project has been added to the Project Priority List, the TWDB will send out an invitation to apply for available funding.

Annually, the TWDB will request entities to submit new PIFs and updates to projects listed on the current CWSRF program Intended Use Plan (IUP). New submissions and updates will be rated and reviewed and considered for special subsidies available in the following funding cycle. Deadlines will be posted to our website and notifications will be broadcast.

To obtain a PIF or Update forms, please visit the following link:

<http://www.twdb.texas.gov/financial/programs/pif.asp>

**Submission Options Available:**

**Online Loan Application:**

To submit your PIF online, please utilize our Online Loan Application System:

<http://www.twdb.texas.gov/financial/programs/pif.asp>

**Email:**

[CWIUPsubmissions@twdb.texas.gov](mailto:CWIUPsubmissions@twdb.texas.gov) (File Size Must be <10MB)

**Web File Transfer:**

Register an account at: [www2.twdb.texas.gov/FileTXFR/Login.aspx](https://www2.twdb.texas.gov/FileTXFR/Login.aspx)

After files have been uploaded, click on the envelope icon to email a web link/notice to [CWIUPsubmissions@twdb.texas.gov](mailto:CWIUPsubmissions@twdb.texas.gov).

**Regular Mail:** **Overnight Delivery:**

Texas Water Development Board Texas Water Development Board

Attn: CWSRF Program IUP Project Attn: CWSRF Program IUP Project

P.O. Box 13231 1700 N. Congress Ave., Rm. 506i

Austin, TX 78711 Austin, TX 78701

512-463-0991

**How Projects Are Rated**

Each submitted project is rated by TWDB and staff based on the following:

* Publicly Owned Treatment Works (POTW) and other projects eligible under Federal Water Pollution Control Act Sections 603(c)(4)-(11) are rated based on capacity factors, environmental compliance factors, service to unserved areas, innovative or alternative technology factors, impact on stream segments, recycling/reuse, providing technical assistance, and regional service factors.
* Non-Point Source (NPS) projects are rated based on public health factors, impact on groundwater, implementation of watershed protection plans, and impaired water body factors.
* Estuary management projects are rated on implementation of Coastal Impact Assistance Program objectives.

All projects are rated on water conservation, implementation of water plans, energy efficiency, asset management, and affordability factors.

Each rated project is placed on a priority ranked list, which the TWDB uses to develop the IUP and to establish a Project Priority List.

**Program Eligibilities**

**Who Can Apply:**

* Wastewater treatment management agencies, including interstate agencies and water supply corporations that have been designated and approved as a management agency in the Texas Water Quality Management Plan
* Cities, commissions, counties, districts, river authorities, or other public bodies created by or pursuant to state law that have authority to dispose of sewage, industrial waste, or other waste
* Intermunicipal, interstate, or State agencies
* Authorized Indian tribal organizations
* Private entities for nonpoint source projects or estuary projects only

(A water supply corporation that has been designated and approved as a management agency in the Texas Water Quality Management Plan is considered a “municipality” and is therefore eligible for funding for Publicly Owned Treatment Works and other activities.)

**Examples of Eligible Projects:**

CWSRF program funding can be used for the planning, acquisition, design, and construction of projects to:

* Create or improve wastewater treatment facilities, reuse/recycle facilities, and collection systems
* Purchase existing wastewater treatment plants
* Control nonpoint source pollution, including acquisition of conservation easements and permanent or long-term acquisition of water rights by entities eligible under state law that will result in a substantial public water quality benefit
* Manage estuaries
* Implement green projects (pursuant to EPA guidance)
* Pay for other costs necessary to secure or issue debt
* Purchase land necessary for construction on an eligible project
* Manage, reduce, treat, or recapture stormwater or subsurface drainage water
* Reduce the demand for publicly owned treatment works capacity through water conservation, efficiency, or reuse (for a municipality or intermunicipal, interstate, or State agency only)
* Develop and implement watershed pilot projects
* Reduce the energy consumption needs for publicly owned treatment works (for a municipality or intermunicipal, interstate, or State agency only)
* Re-use or recycle wastewater, stormwater, or subsurface drainage water
* Increase the security of publicly owned treatment works
* Water meters as a water conservation measure (to address, for example, water loss if a utility’s total water loss meets or exceeds the threshold established in TWDB rules.)

**Examples of Ineligible Projects:**

* Projects primarily intended to facilitate growth
* Publicly Owned Treatment Works (POTW) (as defined in Section 212) projects for systems that are owned by a private entity or any other entity that is not considered a municipality or intermunicipal, interstate, or State agency
* Treatment works owned or operated by a federal agency
* Excavation, testing, remediation, or disposal of hazardous, contaminated, or potentially contaminated material

**Funding Availability**

Funding capacity and additional subsidization allocations are determined on an annual basis and are detailed in the Intended Use Plan.

Additional subsidization may be available in the form of principal forgiveness for the following:

Disadvantaged Communities - the community must meet the CWSRF program’s affordability criteria based on income, unemployment rates, and population trends.

Disadvantaged Community – Small / Rural only - An entity qualified as a disadvantaged community and that additionally meets the definition of either a small community or a rural project.

Green Projects – Entities may receive subsidized Green principal forgiveness if their project has elements that are considered green and the cost of the green portion of their project is at least 30% of the total project cost. Principal forgiveness of up to 15% of the total eligible green component costs funded through the CWSRF program may be available, up to a maximum of $1,000,000.

Emergency Relief – Assistance to address an imminent threat to public health, safety, environment, or welfare resulting from a recent disaster as described in the Intended Use Plan.

**Update Forms**

At any time an entity may update or amend their current project utilizing the Update Forms found here:

<http://www.twdb.texas.gov/financial/programs/pif.asp>

To ensure we have current information in the Intended Use Plan, **ALL** entities must update any Project Information Form submitted in previous funding cycles to be included in the next fiscal year’s Intended Use Plan. **At minimum, the entity must update the readiness to proceed information, and if seeking disadvantaged community eligibility, the socioeconomic economic census data and utility rate information.**

**Disadvantaged Community Eligibility**

A disadvantaged community is a community that meets the CWSRF’s affordability criteria based on income, unemployment rates, and population trends. The entity’s Annual Median Household Income (AMHI) of the entire or portion of the service area must be less than or equal to 75% of the state’s AMHI as listed in the most recent available American Community Survey (ACS) 5-Year Estimates.

The eligible level of principal forgiveness for a project is based on the difference between the calculated total Household Cost Factor (HCF) and the minimum HCF (the “base”) of 1% (if only water or sewer service is provided) and 2% (if both water and sewer services are provided) as shown in the chart below:

|  |  |
| --- | --- |
| **HCF Difference** | **Principal Forgiveness as a % of estimated CWSRF-funded project costs** |
| ≥ 0% and < 1.5% | 30% |
| ≥ 1.5% and < 3% | 50% |
| ≥ 3% | 70% |

A Disadvantaged Community Worksheet must be submitted to be considered for this funding option.

**Allocation Considerations**

For SFY 2019 the TWDB established that not more than 25 percent of the total regular Disadvantaged Community allocation may be provided to any particular entity for their projects in the SFY 2019 IUP, with one exception. If the Household Cost Factor in excess of the base (i.e., the HCF difference) for an entity’s project is greater than 5 percent, the maximum amount provided would be not more than 33 percent of the total regular Disadvantaged Community allocation. The Household Cost Factor will be established based on the PIF, and associated Disadvantaged Community worksheets, submitted by the PIF deadline for inclusion in the IUP. **For SFY 2020, the TWDB may establish as similar maximum allocation level.**

**American Community Survey (ACS) 5-Year Estimates to use for SFY 2019 and SFY 2020:**

For SFY 2019, use the 2012 – 2016 ACS 5-year estimates (and for calculating the population adjustment for the Household Cost Factor, compare it to the population found in the 2008 - 2012 ACS 5-year estimates.)

For SFY 2020, use the 2013 - 2017 ACS 5-year estimates (and for the calculating population adjustment for the Household Cost Factor, compare it to the population found in the 2009 - 2013 ACS 5-year estimates.)

A spreadsheet containing this information may be found here: [Census Data Search (WRD-284)](http://www.twdb.texas.gov/financial/instructions/doc/WRD-284.docx)

**Revised Socioeconomic Survey Guidelines – for SFY 2020 Intended Use Plan**

Beginning with the SFY 2020 Intended Use Plan, 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 for the CWSRF program. Details are provided here: <http://www.twdb.texas.gov/financial/instructions/doc/WRD-285.pdf>

**Emergency Relief Funding**

Emergency Relief projects must address an imminent threat to public health, safety, environment, or welfare resulting from a recent disaster. For SFY 2020, we anticipate entities may be eligible to receive up to a total of $800,000 per project in principal forgiveness, based on their eligibility for disadvantage funds. If project costs exceed the amount offered in principal forgiveness, we anticipate the remainder of costs may be eligible for a loan with an interest rate of zero percent (provided this limited funding is available).

**Multi-Year Commitments**

The CWSRF program will offer multi-year commitments up to five years to assist entities that need to fund projects over an extended period of time. To assist in providing for long-term financial planning, the minimum interest rate reduction for the multi-year commitments will be established and locked for the five-year period based on the interest rate reduction in the IUP for the first year’s commitment. This option is only available for projects that do not receive Additional Subsidization in the form of principal forgiveness as a Disadvantaged Community based on the affordability criteria. However, the entity receiving a multi-year commitment may receive Additional Subsidization for the other eligible options, such as green subsidy, for the amount of funds committed for the initial year.

**Readiness to Proceed**

The TWDB defines readiness to proceed to construction as projects having no significant permitting, land acquisition, social, contractual, environmental, engineering or financial issues that would keep the project from proceeding in a timely manner to construction. Readiness to proceed will be used in determining which projects will receive an invitation and which project phases are eligible for funding during the fiscal year.

**CWSRF Program Information**

While an overview of certain aspects of the CWSRF program is included in this guidance document, detailed information on the CWSRF program may be found in the most current Intended Use Plan. You may access the Intended Use Plan on the TWDB website at this location: [www.twdb.texas.gov/financial/programs/CWSRF/](http://www.twdb.texas.gov/financial/programs/CWSRF/)

**Contact Information:**

If you have any questions after reading this guidance, please contact, Issa McDaniel, at 512-463-1706 or [Issa.McDaniel@twdb.texas.gov](mailto:Issa.McDaniel@twdb.texas.gov)