**Introduction**

The Texas Water Development Board (TWDB) appreciates your interest in the Drinking Water State Revolving Fund (DWSRF) program. The DWSRF provides low-interest funding for the planning, design, and/or construction of water projects in compliance with the Safe Drinking Water Act. We are excited to be able to offer year-round funding opportunities within the DWSRF and look forward to your participation.

**PIF Submittal Requirements**

Funding for water 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 DWSRF 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 DWSRF 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 Updates, please visit the following link:

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

**Submission Options**

**Online Loan Application:**

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

<http://www.twdb.texas.gov/financial/applications/references.asp>

**Email:**

[DWIUPsubmissions@twdb.texas.gov](mailto:DWIUPsubmissions@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 [DWIUPsubmissions@twdb.texas.gov](mailto:DWIUPsubmissions@twdb.texas.gov).

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

Texas Water Development Board Texas Water Development Board

Attn: DWSRF IUP Project Attn: DWSRF 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**

Proposed eligible projects (except for source water protection projects) are rated by the Texas Commission on Environmental Quality (TCEQ) and are given a Combined Rating Factor. The Combined Rating Factor is based on health and compliance factors, physical deficiency factors, and consolidation factors. TWDB rates the effective management and affordability factors.

**Program Eligibilities**

**Who Can Apply:**

* Existing community public water systems including political subdivisions, nonprofit water supply corporations, and privately owned community water systems
* Nonprofit, non-community, public water systems
* State agencies

**Examples of Eligible Projects:**

* Correct water system deficiencies including water quality, capacity, pressure, and water loss
* Upgrade or replace water systems
* Provide new or existing water service to other water systems through consolidation projects
* Purchase capacity in water systems
* Purchase water systems
* Implement green projects (pursuant to EPA guidance)
* Implement source water protection projects
* Pay for other costs necessary to secure or issue debt

**Example of Ineligible Projects:**

* Projects primarily intended to facilitate growth
* Water rights, unless owned by a system being purchased through consolidation
* Construction of reservoirs
* Dams or rehabilitation of dams
* Projects for systems in significant noncompliance, unless funding will ensure compliance
* Projects for systems that lack adequate financial, managerial, and/or technical (FMT) capability, unless assistance will ensure compliance
* Routine laboratory fees or ongoing operational expenses
* Fire protection projects (unless incidental to the main project scope)

**Funding Availability**

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

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

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

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. This funding option offers principal forgiveness for up to 15% of the total eligible green component costs.

Very Small Systems – Available to systems serving populations of less than or equal to 1,000.

Urgent Need – Assistance needed in emergency situations.

**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 PIF 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 DWSRF’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.

Disadvantaged community status may be documented using either Census data or a survey, though An entity must submit documentation that substantiates the inadequate or absent census data that led to the need to conduct a survey. All entities must obtain prior approval to use survey data instead of the most recently 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.

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 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 DWSRF-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**

The TWDB is considering establishing that not more than 25 percent of the total Disadvantaged Community allocation may be provided to any particular entity for their projects in the SFY 2019 IUP. However, if the Household Cost Factor Difference for all the entity’s projects in the IUP are greater than 5%, the maximum amount provided could be not more than 33% of the total allocation.

**American Community Survey (ACS) 5-Year Estimates to use for SFY 2018 and SFY 2019:**

For SFY 2018, use the 2011 – 2015 ACS 5-year estimates (and for calculating the population adjustment for the Household Cost Factor, compare it to the population found in the 2007 - 2011 ACS 5-year estimates.)

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

**Urgent Need**

Urgent Need projects must address situations that require immediate attention to protect public health and safety. For SFY 2019, 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 disadvantaged community’s funds. If project costs exceed the amount offered in principal forgiveness, the remainder of costs may be eligible for a loan with an interest rate of zero percent (provided this limited funding remains available).

**Multi-Year Commitments**

The DWSRF 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.

**Cost Categories**

Cost categories are associated with Section 4 of the Project Information Form. A description of each cost category is below:

**A - *Treatment*** - Includes any of the following: disinfection, filtration, treatment waste handling, and any other treatment (i.e., GAC, aeration, iron/manganese removal, chemical storage tanks, and sedimentation).

**B - *Transmission and Distribution*** - Includes raw and finished water transmission, distribution lines, valves, back flow prevention, water meters, and/or pumping stations.

**C - *Source*** - Includes wells, wellhead pumps, and surface water intakes.

**D – *Storage*** - Includes elevated, ground, and pressure tanks for finished/treated water.

**E - *Purchase of Systems*** -Includes all of the eligible costs funded by the DWSRF to purchase systems (e.g., as part of a consolidation/regionalization project).

**F - *Restructuring*** - Includes costs associated with changes in organizational structure, management, accounting, rates, or other procedures conducted to meet financial, managerial, and technical requirements.

**G - *Land Acquisition*** - Includes eligible costs funded by the DWSRF to acquire land.

**H - *Source Water Protection* -** Includes costs associated with implementing source water protection BMPs.

**I - *Other* -** Includes other costs that cannot be classified into Categories A-H above.

**DWSRF Program Information**

While an overview of certain aspects of the DWSRF program is included in this guidance document, detailed information on the DWSRF 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/dwsrf/](http://www.twdb.texas.gov/financial/programs/dwsrf/)

**Contact Information:**

If you have any questions after reading this guidance, please contact Taylor Christian at 512-463-8430 or [taylor.christian@twdb.texas.gov](mailto:taylor.christian@twdb.texas.gov).