



Project Questionnaire

Clean Water State Revolving Fund



SCDHEC Use Only
SRF -

GENERAL INFORMATION

1. Project Sponsor _____
2. Sponsor Address _____
3. Sponsor Contact _____ Title _____
Contact Phone _____ Email _____
4. Consultant (*if known*), Firm _____ Engineer _____
Engineer Phone _____ Email _____
5. PQ submitted by Sponsor Consultant
If a consultant submits this form, include a letter indicating the sponsor's consent for the project.
6. Date Submitted _____

PROJECT INFORMATION *(Please refer to instructions.)*

7. Project Title _____
8. County where project takes place _____
9. Describe and define the project location. Please supply any **coordinates or street addresses**.
 Project map(s) are attached showing both a regional view and a project level view.

10. Project Description - Describe the scope of the project.

11.A. List the water quality parameters this project will positively affect: _____

B. Describe in specific detail how water quality in the project area will be improved or protected. This should include a discussion of how the project addresses the parameter(s) indicated in #11A.

12. List any National Pollutant Discharge Elimination System (NPDES), No Discharge (ND), or Satellite Sewer System (SSS) permit number(s) associated with this project. _____

13. This project addresses a water quality enforcement issue. Yes No

14.A. This project takes place in a source water protection area. Yes No Unknown

B. There is a documented source water protection plan. Yes No Unknown

15.A. Funding sources and project cost estimate:

Estimated SRF Loan Funds	\$
Estimated Non-SRF Funds	\$
Requested SRF Principal Forgiveness Funds*	\$
Total Project Cost Estimate	\$

B. What are the estimated planning and design engineering costs for the project? \$ _____

As part of the total project cost listed in 15.A., include the cost of any planning, design, and engineering services performed by outside/private consultants incurred prior to construction (e.g., preparing the PER and plans and specifications, permit fees, advertising, prebid conference, bidding procedures, pre-construction conference, loan application, administration).

C. Sources of non-SRF funding (federal/state/local funding, direct federal allotment, cash reserves, etc.):

Source	Amount
	\$
	\$

D. Has/will a direct federal allotment (i.e., congressional earmarks) be pursued for this project? Yes No

16. This project includes a growth component. Yes No

If "Yes" → Estimated Growth Cost \$ _____ % of Total Project Cost _____ %

17. This is a stormwater abatement project where >25% of construction cost will go toward BMPs. Yes No

If "Yes" → Estimated BMPs Cost \$ _____ % of Total Project Cost _____ %

18. This is a nonpoint source project where >25% of construction cost will go toward BMPs. Yes No

If "Yes" → Estimated BMPs Cost \$ _____ % of Total Project Cost _____ %

19. This project should be considered for the Green Project Reserve (GPR). Yes No

If "Yes" → Estimated Green Cost \$ _____ % of Total Project Cost _____ %

20. Estimated construction start date _____

21.A. Has an engineering agreement been signed? Yes No If so, when?

B. Will/were engineering services procured competitively? Yes No

22. Will this project use an alternative method of construction delivery such as Construction Manager at Risk (CMAR) or Design-Build? Yes No

The use of an alternative method of construction delivery must be approved by DHEC in writing prior to a project being listed on an Intended Use Plan. Otherwise, the traditional Design-Bid-Build method will be required.

23. A Preliminary Engineering Report or Comprehensive Planning Document has been developed for this project.

Yes No

24. All real property and/or easements required for the project have been acquired. Yes No

25. The project has been evaluated for possible impediments to project start (such as acquiring easements, actions necessary for consolidation, etc.). Yes No

If "Yes", is there likely to be an impact on the project schedule? Yes No

26. Service Population _____ Population Affected by Project _____

***Principal Forgiveness (PF)** is allocated according to priorities set annually by the SRF program, and the funds assigned to a project may be contingent on affordability of the project. **There is no guarantee of assignment of PF funds to a project that requests such funds.**

Email to S.C. DHEC, State Revolving Fund Division, SRF-Info@dhec.sc.gov

Clean Water State Revolving Fund Project Questionnaire

PURPOSE: This form is used to gather information concerning projects eligible for funding from the Clean Water State Revolving Loan Fund (CWSRF).

GENERAL: It is suggested to review DHEC's latest version of the Clean Water Intended Use Plan and the CWSRF Priority Ranking System before completing the project questionnaire. These documents are found on the SRF Documents and Forms webpage, <https://www.scdhec.gov/srfforms>. *The project explanation you give will be used to determine the project's score and priority ranking.*

Once ranked, a project is incorporated into the Comprehensive Priority List of CWSRF projects. Inclusion of a project on the CPL does not guarantee the sponsor entity will qualify for an SRF loan, but a project must be included on the CPL in order to be invited to apply for an SRF loan.

INSTRUCTIONS:

Describe the project as completely as possible. Attach additional pages as needed.

1. **Project Sponsor:** A project sponsor is a county, municipality, special purpose district, or any other public agency of the state which may own or operate a project, or any combination of two or more of these entities acting jointly to construct, own, or operate a project.
2. **Address:** Mailing address of the project sponsor.
3. **Contact:** The name, title, phone number, and email address of a person employed by the sponsor (not a consultant) that may be contacted concerning the proposed project.
4. **Consultant:** if known, provide the name of the firm and engineer's name along with phone number and email.
5. **Form Submitted by:** Check the proper box.
6. **Date Submitted:** Enter date form is sent to DHEC's BOW.
7. **Project Title:** The working title for this project.
8. **County:** Indicate the county (or counties) in which the proposed project will take place.
9. **Project Location:** Provide a physical position for the project, using either a street address or geographic coordinates in decimal degrees. You may also give a narrative description of the project location. In addition, attach a map or maps indicating the project area and location. The project location should show all existing and/or planned facilities, conveyances or components related to the project and include any coordinates, landmarks, addresses, highways, streams, etc. that would be helpful in locating the project site.
10. **Project Description:** Indicate the primary components of the project (e.g., size and length of sewer lines, size of treatment plant, type of treatment, elements of best management practices). If the project includes regionalization and/or consolidation, list all entities/facilities involved in the project.
11. **A. Water Quality Parameters Addressed:** List the water quality parameters that the project will address (e.g., DO, fecal, phosphorus, etc.)
B. Water Quality Improvement: Relate the project activities to the improvement of water quality, noting the parameters listed in 8.A. Examples include:
 - Upgrade of the City's wastewater treatment facility to the more stringent NPDES limits for BOD and ammonia will eliminate the violations of those parameters in the facility's current discharge to Moon River...
 - Interconnection and elimination of the package plant serving the Graymont Community will eliminate NPDES-violating discharges to Gray Creek...
 - Best Management Practices (BMPs) to be implemented in the Black Road area of Twin City will eliminate siltation, erosion, and stormwater-transported contaminants, which are at present degrading the water quality of Lazy Creek...
 - New interceptor and collection system will interconnect the Boomtown Community, 75% of whose septic tanks are failing and contaminating Running Creek...
 - Rehabilitation of the South Fork pump station and replacement of 3600LF of 80-year-old clay pipe will address the numerous SSO's occurring during wet weather events...
12. **NPDES, ND, or SSS Number:** Indicate the NPDES, ND, or SSS permit number of any existing wastewater treatment facilities which are involved with the project.
13. **Enforcement:** Self-explanatory

14. Water Protection Areas: Self-explanatory

15. Project Cost Estimate, Planning and Design Costs, and Funding Sources: Itemize the funds that will be put toward construction/completion of the project. Enter the estimated amount of SRF loan funds, non-SRF funds or requested Principal Forgiveness funds, and the total project cost estimate.

Enter the estimated planning and design engineering cost for the project. include the cost of any planning, design, and engineering services performed by outside/private consultants incurred prior to construction (e.g., preparing the PER and plans and specifications, permit fees, advertising, prebid conference, bidding procedures, pre-construction conference, loan application, administration).

If applicable, enter the source and indicate the dollar amount of any non-SRF funding to be used for the project. If there are more than two sources of non-SRF funding, provide the information in an attachment. Enter if a direct federal allotment has been/will be pursued for this project.

***Principal Forgiveness (PF)** is allocated according to priorities set annually by the SRF program. EPA encourages that PF funds be used to solve environmental problems within a sustainable context with priority given to systems that could not otherwise afford an SRF loan without the assistance. **There is no guarantee of assignment of principal forgiveness funds to a project that requests such funds.** For more information on eligibility for PF, see the current version of the CWSRF Intended Use Plan, or contact the SRF Division.

16. Growth: "Growth" is the capacity to serve a greater area or customer base than is currently being served. When a majority (>50%) of the project cost is for growth or to serve future growth, a CWSRF-eligible project will not be assessed on a water quality basis and will be ranked last on the Comprehensive Priority List of CWSRF Projects. Fill in the estimated growth costs for the project and calculate growth cost as a percentage of the total project cost.

17. Stormwater: For a stormwater project, fill in the estimated cost of BMPs and calculate that cost as a percentage of the total project cost.

18. Nonpoint Source: For a nonpoint source project, fill in the estimated cost of BMPs and calculate that cost as a percentage of the total project cost.

19. Green Project Reserve (GPR): A project may qualify for a reduced rate on a portion of project costs if it meets the requirements for the Green Project Reserve. Fill in the estimated cost of green components of the project and calculate that cost as a percentage of the total project cost. GPR guidance can be found under "SRF Guidance" from the SRF main webpage, <https://www.scdhec.gov/srfguidance>. **Please note** that green projects must submit documentation to be approved by the SRF Division to qualify for the Green Rate.

20. Construction Start: Self-explanatory.

21. Engineering Services: If an engineering agreement for this project has been signed, please indicate the date it was signed. "Procured competitively" means a public announcement of the solicitation or "Request for Qualifications" was made, a discussion was held with at least three firms, the three most highly qualified firms were selected, and a contract negotiation was held with the most highly qualified firm.

22. Alternative Method of Construction Delivery. The use of an alternative method of construction delivery must be approved by DHEC in writing prior to a project being listed on an Intended Use Plan.

23 - 25. PER Status, Easements, and Project Impediments: SRF loan funds are expected to be under obligation and used in a timely manner. Items 23 – 25 are intended to provide information as to a project's readiness to be permitted and proceed to construction. Respond to items 23, 24, & 25 as they apply to the project.

26. Service Population and Population Affected: Indicate the population of the sponsor's service area and the population affected by the project if different from the service population.

Submit the project questionnaire along with a map or maps, and any additional explanations or documentation by email to State Revolving Fund Division at SRF-Info@dhec.sc.gov.

DHEC REVIEW AND FILING. The Bureau of Water will use the completed project questionnaire (PQ) to develop a comprehensive priority list of construction projects eligible for funding from the CWSRF. The original PQ will be on file with the Bureau of Water for three years as provided for in Retention Schedule 8283. If the project is selected to receive SRF funding assistance, a copy of the PQ will be placed in the PER file and retained as specified in Retention Schedule 15796.

Please note that only pages 1 & 2 (along with any attachments) need to be submitted.