

ATTACHMENT 1

MWRA LOCAL WATER SYSTEM ASSISTANCE PROGRAM

**FINANCIAL ASSISTANCE APPLICATION
FOR
LEAD SERVICE LINE REPLACEMENT PROGRAM PROJECTS**

July 2024

**MASSACHUSETTS WATER RESOURCES AUTHORITY
2 GRIFFIN WAY, CHELSEA, MA 02150
Attn: Planning – Community Support Program**

MWRA LOCAL WATER SYSTEM ASSISTANCE PROGRAM

**FINANCIAL ASSISTANCE APPLICATION
FOR
LEAD SERVICE LINE REPLACEMENT PROGRAM PROJECTS
“Lead Replacement Program or LRP”
Updated July 2024**

FOR MWRA USE ONLY

Project Number: _____ **Applicant:** _____

Project Name: _____

Date Received: _____

Section 1 - Financial Assistance Requested

Name of Applicant: _____

Address of Applicant: _____

Name of Authorized Representative: _____

Telephone Number of Representative: _____

Name of Applicant's Consultant Firm and Representative (if applicable):

_____ Telephone No.: _____

The following attached exhibits are hereby made part of this application for financial assistance under the MWRA's Local Water System Assistance Program – Lead Service Line Replacement Program and the undersigned representative of the Applicant certifies that the information presented in this application and its exhibits is true, correct and complete to the best of their knowledge:

(Date)

(Signature of Authorized Representative)

(Title)

Section 2 – Acknowledge MWRA Recommended Community Lead Service Line Replacement Program

Under the Local Water System Assistance Program application process for both Lead Replacement Program Projects and Water Projects, communities need to acknowledge the MWRA recommended components for a “**Community Lead Service Line Replacement Program.**” The MWRA recommended program incorporates at least the following:

1. Communities should clearly establish that it is their goal to fully remove all lead pipe from both publicly-owned and privately-owned water service line connections;
2. Communities should commit to a comprehensive lead service line inventory program to compile a listing of properties with full or partial lead service lines that will be made available to the public via web page or other similar public access vehicle (subject to disclaimer for accuracy based on best available information);
3. Communities should target proactive outreach to customers with lead service lines to provide educational information regarding the risks of lead exposure and information encouraging the customer to participate in the community lead service line replacement program so that the privately-owned portion is replaced concurrent with the publicly-owned portion;
4. Communities should maintain ongoing proactive outreach to customers with known privately-owned lead service lines;
5. Communities should include a unit cost bid item for public and private portion service line replacement in all water pipeline projects so that a mechanism exists for full removal of lead service lines; and,
6. As a secondary measure, communities’ lead service line replacement programs should include replacement of lead gooseneck connections when encountered during infrastructure rehabilitation or construction.
7. **Communities should consider and make every effort to fund the full replacement of all lead service lines to reach the highest level of removal possible.**

Applicant communities must acknowledge these seven recommended components for a **Community Lead Service Line Replacement Program.** This acknowledgement is intended to make sure communities understand that implementing a lead service line replacement program, combined with other water system rehabilitation projects, will help maintain high water quality in the distribution systems and at the customer's tap.

Community Acknowledgement

Signature

Title

Please note below and attach to the application any additional information on the status of the **Community Lead Service Line Replacement Program**.

Additional Information:

Section 3 - Project Description

Describe the proposed lead service line replacement project, including the following as applicable, but not limited to:

- a. Type and Objective of Project, such as inventory, planning, design, construction, or a combination. The applicant must describe how private portions of lead service lines will be removed under the comprehensive program. Estimate the number of lead services to be fully removed and/or how the project will lead to the future removal of lead services.
- b. Payment and/or Repayment for Work on Private Property. Will lead service replacement work on private property be covered under the MWRA funding? If so, will there be any repayment from each property owner to the community or is the community paying for all work on private property? If there is a repayment from each property owner, is the repayment full or partial and how is the repayment determined (a percentage of the cost of work, or an established flat fee, or some other methodology)?
- c. Location of the Project, such as a list of building addresses, street names or a specific section of the community.
- d. Phased Program. Is the project part of a phased program of lead service line replacements and, if so, what are the other components and potential schedule for the overall program the community is pursuing?

Provide attachments if necessary

Section 4 - Documentation of Project Need

Identify records that document the project's need, including, but not limited to: water system records, physical surveys and internal inspections; housing stock age, and other pertinent DPW/Water Department maintenance records. A summary of the community's most up to date lead service line inventory is also required. Provide attachments as needed.

Section 5 - Project Schedule

Provide a realistic schedule outlining important milestones in the planning, design, and/or construction phase. If final paving and/or project closeout are anticipated to be delayed due to winter season, please note this in the project schedule. If a schedule is attached to the financial assistance application separate from this section, please note the attachment here. The estimated project start date must be included and must be within ninety days of the distribution of funds.

Section 6 - Map of Project

As appropriate, the application should be accompanied by a project map denoting the general area of work. If no map or plan is submitted with the application, please explain why a map is not appropriate.

Section 7 - Project Funding

The applicant must list all funding sources proposed for the project and, if funding through the MWRA Lead Replacement Program will not cover 100 percent of the project costs, the applicant must demonstrate that sufficient funds are available to cover the additional project costs from other resources. **Documentation of the availability of resources may be in the form of a Town Meeting Action, City Council Vote, or other binding action and should be attached to the application.** Sources of funding for the project include:

<u>Source</u>	<u>Amount</u>	<u>Date Available</u>
a. MWRA Lead Replacement Program *Provide copy of Authorization to Borrow		
b. Community Cash		
c. General Obligation Bond		
d. Other (Non-MWRA) Grant or Loan		
e. Drinking Water State Revolving Fund		
f. Other (Specify Source)		

TOTAL \$

Section 8 - Summary of Costs

Provide a detailed tabulation of the estimated cost of each project phase (i.e. Inventory/Planning, Design, Construction, Construction Services, etc.) and major tasks under each project phase. Major tasks to be detailed below may include those listed as eligible project costs in Section 2.7 of the MWRA Program Guidelines for Lead Service Line Replacement Program Projects or other project tasks that may or may not be eligible for MWRA financial assistance funding. For ease of preparation, a cost spreadsheet may be submitted as an attachment.

Note that if construction paving costs represent more than ten percent (10%) of the project cost, they should be identified as a separate project phase or subtask in the list below.

The total project cost and estimated total eligible project cost should be provided at the bottom of the table.

<u>Project Phases and Subtask</u>	<u>Estimated Total Project Cost</u>	<u>Estimated Eligible Project Cost</u>
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TOTAL COST:

Date of Cost Estimate: _____ ENR Index: _____

Source of Cost Estimate: _____

Section 9 – Lead Removal Program Details

The applicant must provide a description of the community's lead removal program, along with a copy of the program authorization. This documentation may be in the form of a warrant or authorization from the City Council or Town Meeting, and includes specific language that permits the community to work on private property.

Section 10 - Interdependent Projects

Explain whether financing has been received or is being requested for this project, or a separate phase of the project, from a Non-MWRA grant/loan, the Drinking Water State Revolving Fund (DWSRF) program, or another grant/loan program.

Specify related and/or interdependent projects or portions of projects. For example, if the applicant is performing the design phase of a project under State grant or DWSRF funding, and MWRA financial assistance is being requested for the construction phase under this application, then the construction phase is dependent on completion of the design phase.

Section 11 – Intermunicipal Projects

If the project will serve two or more municipalities, or one community's project extends into another community, the applicant must explain the circumstances. State whether the municipalities have, or propose to have an intermunicipal agreement or another legally binding document covering financing, construction, and/or operation of the proposed improvements. If not, detail historic cooperative service relationships between the parties.

Section 12 - Project Permits and Certificates

Check the list below or note additional permits or certificates which: (1) have been obtained, (2) will be obtained, or (3) may be required prior to initiation of the project.

	<u>Has been Obtained</u>	<u>Will be Obtained</u>	<u>May be Required</u>
U. S. ARMY CORPS OF ENGINEERS	_____	_____	_____
MA DIVISION OF WATERWAYS Chapter 91 License	_____	_____	_____
LOCAL CONSERVATION COMMISSION	_____	_____	_____
DEP - DIVISION OF AIR QUALITY	_____	_____	_____
DPW HIGHWAY PERMIT	_____	_____	_____
DCR CONSTRUCTION PERMIT	_____	_____	_____
MBTA/CONRAIL LICENSE	_____	_____	_____
DWPC (401) WATER QUALITY CERT.	_____	_____	_____
MEPA - Environment Notification Form (ENF) and/or Environmental Impact Report (EIR)	_____	_____	_____

FLOOD INSURANCE PARTICIPATION	_____	_____	_____
HISTORIC - Mass. Historical Commission	_____	_____	_____
LEGISLATION - Legislation from the Mass. General Court could be required prior to: construction in dedicated conservation land, construction by one community within the municipal boundaries of another, and easements in state owned land.	_____	_____	_____
OTHER _____	_____	_____	_____

Section 13 - Construction Plans, Specifications, and Bidding Documents

For proposed construction projects and equipment/materials purchases, the applicant should outline the status of the plan, specification, and bidding document preparation and the time schedule for completion. If these documents are not required for the project, an explanation should be included in this section.

If available, a copy of the final engineering plans, specifications, and bidding documents for each contract or equipment/material purchase should be submitted with the application.

Section 14 - Engineering Agreement

For proposed planning, design, and/or construction projects, the applicant should outline the status of an engineering agreement and time schedule for its completion (if a Consulting Engineer will be used for any portion of the project). If no engineering agreement is required for the project, an explanation should be included in this section.

If available, a copy of the proposed or executed engineering agreement for each contract should be submitted with the application.

Section 15 - Force Account Work

If the applicant proposes to perform any funding eligible portion of the project (inventory/planning, design, construction services, construction activities, etc.) using its own staff, interns, or temporary employees (force account work), a description of the force account activities must be provided. List the type of force account task, staff titles, affiliated Department, estimated hours to perform task, direct labor rates (or range) for each title, etc. **Please note that charges for overhead, overtime, and/or the use of vehicles or equipment owned by the applicant, and staff time to obtain permits or licenses are ineligible.**

Section 16 - Other Project Information

The applicant is encouraged to provide any other additional information that may enable the Authority to determine that the project is a viable lead service line replacement project and assess the eligible project costs.

MWRA LEAD SERVICE LINE REPLACEMENT PROGRAM
MUNICIPALITY CERTIFICATION

Pursuant to the requirements of the Massachusetts Water Resources Authority (“MWRA”) Lead Service Line Replacement Program (the “Program”), the City/Town of _____ (the “Municipality”), hereby certifies that any service lines, including any privately-owned portion thereof, replaced with funds received by the Municipality from MWRA under the Program pursuant to a grant (a “Program Grant”) or a loan (a “Program Loan”), **shall be replaced at no cost to the property owner serviced by such service lines.**

The Municipality hereby acknowledges that such requirement of the Program is imposed in order to, among other things, ensure that each funded project complies with the Program guidelines and that the Program and MWRA continue to comply with the requirements of the Internal Revenue Code with respect to the tax-exemption of interest on revenue bonds of MWRA that may be issued to fund the Program.

The Municipality further acknowledges and agrees that, if at any time the Municipality requires any property owner to reimburse, refund or repay any portion of the cost of any service line replacement project funded under the Program, or otherwise requires any property owner to pay any portion of the cost of any such replacement project (including with respect to the privately-owned portion of such service lines), the **MWRA shall require the Municipality to immediately repay the applicable Program Grant and/or the applicable Program Loan**, in accordance with Section XXV of the applicable Financial Assistance Agreement and Section 7 of the applicable Loan Agreement.

Mayor or Town Administrator

Dated: _____