# **DIRECTIONS AND ELIGIBILITY**

**April 27, 2009** 

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# ASSISTANCE FOR "ARRA Green Project Reserve" applications

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# **Summary of ARRA Green Project Reserve for PA**

April 27, 2009

The "American Recovery and Reinvestment Act of 2009" (ARRA) provides funding for a wide variety of potential applicants to accomplish work in support of water quality and drinking water quality efforts. The objective of this solicitation is to encourage the submittal of applications for projects that "address green infrastructure, water or energy efficiency improvements, or other environmentally innovative activities." Applications must be submitted by May 18, 2009.

Detailed information will be available at http://www.recovery.pa.gov to assist potential applicants, including a link to the electronic application process.

Some organizations currently have applications pending at the Department of Environmental Protection (DEP) and/or at the Pennsylvania Infrastructure Investment Authority (PENNVEST) for water quality and drinking water financial support. Such applicants who believe their project may qualify for additional funding should revise their application as necessary and submit the information following the instructions in http://www.recovery.pa.gov.

Applicants are advised that because a major purpose of the ARRA is to promote rapid economic recovery, the work must be ready to proceed upon award of the funding.

A. Eligible Projects (see Attachment 1 for additional detail):

As defined by U. S. Environmental Protection Agency (EPA) Guidance and in ARRA, the following categories of water quality work may be funded under *Clean Water and Drinking Water State Revolving Fund* authority:

- 1. Water Efficiency
- 2. Energy Efficiency
- 3. Green Infrastructure
- 4. Environmentally Innovative Projects

#### B. Eligible Applicants

Applicants for *Clean Water State Revolving Fund* projects must meet one of the following criteria or obtain a sponsor that meets one of the criteria:

- Watershed organizations recognized by DEP who promote local watershed conservation efforts (organization must be incorporated). For more information on incorporating, contact the Department of State, Corporation Bureau at 1-888-659-9962.
- Counties and Municipalities (boroughs, townships, etc);

- County Conservation Districts;
- Council of Governments;
- Other authorized organizations involved in research, restoration, rehabilitation, planning, acquisition, development, education or other activities which further the protection, enhancement, conservation, preservation or enjoyment of the Commonwealth's environmental, conservation, recreation or similar resources. or

## The organization must be:

- A tax exempt corporation under Section 501(c)(3) of the Internal Revenue Code and registered with the Pennsylvania Bureau of Charitable Organizations. For information on becoming 501(C)(3) and tax/other requirements associated with it, contact the Internal Revenue Service at 1-800-829-3676 or go to their Web site at
- http://www.irs.gov/charities/nonprofits/index.html. For information on registering with the Bureau of Charitable Organizations contact the Department of State, Bureau of Charitable Organizations, 124 Pine Street, 3rd Floor, Harrisburg, PA 17101, phone: 1-800-732-0999.
- An educational institution involved in these authorized activities; or
- A municipal authority.
- Private entities.
- Applicants for wastewater treatment works or permit-required stormwater improvements (federal Clean Water Act Section 212 projects) must be public entities.
- All applicants must own or operate the facility to be constructed. Operations may be contracted to others.
- Note: Concentrated Animal Feeding Operations **are not** eligible for CWSRF funding.

Applicants for *Drinking Water State Revolving Fund* projects must be publicly or privately-owned Public Water Systems.

• Applicants must own or operate the facility to be constructed. Operations may be contracted to others.

# **Attachment 1: Potential GPR Projects by Category**

As defined by U. S. Environmental Protection Agency (EPA) Guidance and in ARRA, the following categories of water quality work may be funded under *Clean Water State Revolving Fund* authority:

**1. Water Efficiency:** Water efficiency is defined as the use of improved technologies and practices to deliver equal or better services with less water.

Examples of projects include, but are not limited to:

- a. Installation of water meters.
- b. Retrofit or replacement of water using fixtures, fittings, equipment or appliances.
- c. Efficient landscape or irrigation equipment.
- d. Systems to recycle gray water.
- e. Reclamation, recycling, and reuse of existing rainwater, condensate, degraded water, stormwater, and/or wastewater streams.
- f. Collection system leak detection equipment.
- **2. Energy Efficiency:** Energy efficiency is defined as the use of improved technologies and practices to reduce the energy consumption of water quality projects, including projects to reduce energy consumption or produce clean energy used by a treatment works defined in Section 212 of the Clean Water Act.

Examples of projects include, but are not limited to:

- a. Energy efficient retrofits and upgrades to pumps and treatment processes.
- b. Leak detection equipment for treatment works.
- c. Production of clean power for use on-site (wind, solar, hydroelectric, geothermal, biogas powered combined heat and power).
- **3. Green Infrastructure:** Green infrastructure is defined as a wide array of practices at multiple scales that manage and treat stormwater and that maintain and restore natural hydrology by infiltrating, evapotranspiring and capturing and using stormwater. On a regional scale, green infrastructure is the preservation and restoration of natural landscape features, such as forests, floodplains and wetlands, coupled with policies such as infill and redevelopment that reduce overall perviousness in a watershed. On the local scale green infrastructure consists of site- and neighborhood-specific practices, such as bioretention, trees, green roofs, porous pavements and cisterns.

Examples of projects include, but are not limited to:

- a. Implementation of green street designs (combinations of green infrastructure practices in transportation rights-of-ways) for either new development, redevelopment or retrofits.
- b. Implementation of water harvesting and reuse programs or projects.
- c. Comprehensive retrofit programs designed to keep wet weather out of all types of sewer systems using green infrastructure technologies and approaches such as implementation of wet weather management systems for parking areas which include but are not limited to: porous pavement, bioretention, sustainable landscape, green roofs, and other practices that mimic natural hydrology and reduce effective imperviousness at one or more scales, including constructed wetlands.
- d. Hydromodification to establish or restore riparian buffers, floodplains, wetlands and other natural features.
- e. Downspout disconnection to remove stormwater from combined sewers and storm sewers.
- f. Implementation of comprehensive urban canopy or urban forestry programs, including expansion of vegetation box sizes to manage additional stormwater and enhance vegetation health.
- **4. Environmentally Innovative Projects:** Environmentally innovative projects are projects that demonstrate new and/or innovative approaches to managing water resources in a more sustainable way, including projects that achieve pollution prevention or pollutant removal with reduced costs and projects that foster adaptation of water protection programs and practices to mitigate climate change.

Examples of projects include, but are not limited to:

- a. Implementation of green infrastructure and/or Low Impact Development projects.
- b. Wetland restoration and constructed wetlands.
- c. Decentralized wastewater treatment solutions to existing deficient or failing on site systems.
- d. Water reuse projects that reduce energy consumption, recharge aquifers or reduce water withdrawals and treatment costs.
- e. The water quality portion of projects that employ development and redevelopment practices that preserve or restore site hydrologic processes through sustainable landscaping and site design.
- f. Projects that use water balance approaches (water budgets) at the project, local or state level that preserve site, local or regional hydrology. Such an effort could showcase the ability to plan and manage in a concerted manner, surface and groundwater withdrawals, stream flow (aquatic species protection), wetland and floodplain storage, groundwater recharge and regional or local reuse and harvesting strategies using a quantified methodology.
- g. Projects that facilitate adaptation of clean water programs and practices that address climate change.

- h. The water quality portion of projects that demonstrate the energy savings and greenhouse gas reduction benefits of sustainable site design practices and the use of green infrastructure to control stormwater runoff.
- i. Projects that incorporate differential uses of water based on the level of treatment to reduce the costs of treating all water to potable water standards.
- j. Projects that identify and quantify the benefits of using integrated water resources management approaches at the project, local or state level that preserve site, local or regional hydrology.

As defined by EPA Guidance and in ARRA, the following categories of work may be funded under *Drinking Water State Revolving Fund* (DWSRF) authority:

EPA anticipates that "water or energy efficiency" projects will likely be the principal focus of the Green Project Reserve under the DWSRF. However, there may also be projects, or components of projects, that qualify for consideration under the Green Project Reserve in the DWSRF on the basis of application of green infrastructure or being environmentally innovative.

**1. Water Efficiency:** Water efficiency is the use of improved technologies and practices to deliver equal or better services with less water.

Examples of projects include, but are not limited to:

- a. Installation of water meters or automated meter reading systems.
- b. Retrofit or replacement of water using fixtures, fittings, equipment or appliances (can include rebate programs).
- c. Distribution system leak detection equipment.
- d. Replacement or rehabilitation of distribution lines. (note that eligibility will require documentation of exceptional technologies and practices to qualify).
- **2. Energy Efficiency:** Energy efficiency includes capital projects that reduce the energy consumption of eligible drinking water infrastructure projects.

Examples of projects include, but are not limited to:

- a. Energy efficient retrofits and upgrades to pumps and treatment processes. (note that eligibility will require documentation of exceptional technologies and practices to qualify).
- b. Leak detection equipment.
- c. Production of clean power for use on-site (wind, solar, hydroelectric, geothermal, biogas powered combined heat and power).
- d. Replacement or rehabilitation of distribution lines (note that eligibility will require documentation of exceptional technologies and practices to qualify).
- **3. Green Infrastructure:** Green Infrastructure includes a wide array of practices that manage wet weather to maintain and restore natural hydrology by infiltrating, evapotranspiring and capturing and using stormwater. In the context of the DWSRF, green infrastructure consists of site-specific practices, such as green roofs and porous

pavement at drinking water utility facilities. In addition to managing rainfall, these green infrastructure technologies can simultaneously provide other benefits such as reducing energy demands.

Examples of projects include, but are not limited to:

- a. Implementation of wet weather management systems for utility buildings and parking areas which include: the incremental cost of porous pavement, bioretention, trees, green roofs, and other practices that mimic natural hydrology and reduce effective imperviousness.
- **4. Environmentally Innovative Projects:** Within the context of the DWSRF program, "environmentally innovative projects" would include those that are:
  - (1) consistent with the underlying project eligibilities of the DWSRF program;
  - (2) consistent with the timelines and objectives of the ARRA; and
  - (3) demonstrate new and/or innovative approaches to delivering service and/or managing water resources in a more sustainable way, including projects that achieve public health protection and environmental protection objectives at the least life-cycle costs.

Examples of projects include, but are not limited to:

- a. Projects, or components of projects, that enable the utility to adapt to the impacts of global climate change.
- b. Projects, or components of projects, consistent with a "Total Water Management" planning framework; or other planning framework within which project life cycle costs (including infrastructure, energy consumption and other operational costs) are minimized.

<u>To create a PENNVEST application</u> Individuals need to register and select their roles AND if the Borrowing Legal Entity is not already listed in the PENNVEST system, also register the Legal Entity. The following directions explain how to get Individuals and the Legal Entity into the system and then how to build the application.

#### **ROLES** for Individuals:

There are several Roles, but the primary ones are:

**Borrower** (A person representing the Legal Entity, responsible for signing the online application, Settlement, and the drawing of funds)

**Borrower Engineer** (This would be a PE or Geologist to sign off on the technical aspects of the project. An Engineer Admin person may also use this role.)

**Borrower Legal** (An attorney for the Settlement process).

NOTE – either the Borrower or the Engineer can complete the application, but the Borrower must "sign" the application by marking the Checklist (more on this later).

#### Other Roles:

**Owner/Operator** (In many cases this person would select Borrower Roles because that is the primary role, but if there is an additional person to be linked to an application who is an owner or operator, they can use this role. They can only "see", not "do" anything online.

**Borrower Support Staff** (This person may complete the application or parts thereof, but the Borrower must "sign" the application.)

**Borrower Financial** (This person may complete the application or parts thereof, but the Borrower must "sign" the application.)

**Borrower Signatory** (This person can NOT sign the application, but can electronically sign during the Settlement process. This person would be in addition to the **Borrower**, which is the Primary person.)

**Guest** (This person can only view the application.)

NOTE – For every role, except **Borrower**, there are two positions to be linked to: Primary and Secondary.

Please follow the direction immediately below to BOTH Register and Select your role. You, as a group, should decide WHO will create the application. Everyone else will be linked to that application. The person who creates the application will automatically be linked. The Primary and Secondary roles can be linked through the dropdown lists. IF the Borrower does not create the application, please contact Bev Reinhold — <a href="mailto:breinhold@state.pa.us">breinhold@state.pa.us</a> to link the Borrower and the application. Be sure to include which application and the name of the Borrower in the email.

# REGISTER and Select your Role for the PENNVEST FUNDING SITE:

Please Note: We have found that AOL may block emails sent either from individual state employee email accounts OR from the Pennvest Funding System bulk mailing email accounts. If you have an AOL account you may want to check you "Blocking" feature OR consider using a different email account to receive mail from Pennvest.

If you create a Hotmail or Yahoo email account, you will need to utilize the account periodically so that it does not become dormant and be deleted from their system.

- 1. Go to: www.pennvest.state.pa.us
- **2. Click on "My Account" in the middle of the page.** This will take you to the Electronic Funding Login.
- 3. Click on the "Register with PA Login" words just under the login area. (NOTE: if you have previously registered with the statewide PAPowerPort you already have a Username and Password. Skip to Step 7.)

- 4. Complete the Registration Form. Select your own individual "Login User Name" and Password
- 5. At the end of the form click on "Register". If you still see the form, look for the red "\*" and follow the instructions in red. Select "Register" again.
- 6. You are now back at the Electronic Funding Login screen.
- 7. Enter your "Username" and "Password".
- 8. You are now at the page to Select a Role. You should use the right slider bar to move to the bottom of the page and click on the dropdown arrow.
- 9. Click on the role to highlight "Borrower". or Borrower's Engineer or Borrower's Legal, etc as appropriate Then click on the "Select" Button at the bottom of the page.
- 10. At this point you will either begin a NEW application or logout and <u>send me an email (breinhold@state.pa.us)</u> so I can link you to an application that has already be started. Let me know which project you are with, your name, and your email address. I will link you to your application. I will then send you an email to let you know you have been linked to the application.
- 11. The next time you log into the system you will be able to click on the hyperlink to your application.

For Additional Assistance: Bev Reinhold

717-783-6589

breinhold@state.pa.us

## Creating an application

Important NOTE be sure to read – There is a "clock" on every page of the application. It starts at 30 minutes and times down to zero. IF you are in the middle of filling out a form and it gets to zero you will be timed out of your internet session and lose the information you have input. You will receive a five minute warning message. When you get the message click OK and then click on the clock itself to reset it to 30 minutes. The clock automatically resets when you change web pages and when you click on a SAVE button.

- 1. Once you have logged into the Online Funding Request, <u>click</u> on the "Apply Now" button.
- 2. <u>Click</u> on the dropdown arrow to "Select the Entity you are Representing".
- 3. Legal Entities are listed in order by their Formal Name, i.e. "The Municipal Authority of .....", <u>click</u> on the name to select it, <u>click</u> "OK"

NOTE – IF you do not find YOUR Legal Entity listed, you must register it by clicking on "Click here to request the entity to be added." Complete the Registration form and submit it to PENNVEST. Usually it is acted on during the business day in which it is received You WILL receive an email indicating it has been added to the Pennvest system. You can then return to the PENNVEST funding site and continue with the application.

- 4. Fill in the answers to the Project Description section of the form:
  - a. Enter a Name for the Project
  - b. Stage For ARRA Green Project Reserve projects we are NOT funding Design. Projects must be ready to go to Settlement with signed contracts by Oct 1, 2009 and start construction no later than Feb 17, 2010. Therefore, ONLY "Construction" should be selected.
  - c. Enter project Site Address. (If you do not complete this answer initially, you will need to answer this question in the Project Admin Tab at a later time, prior to submission of the application.
  - d. Select the Type of Project: Wastewater, Drinking Water, Storm Water
  - e. Select the County or Counties where the project is located
  - f. Select the Municipalit(ies) where the project is located (note the word "served" may apply in some cases, but not other; however, you MUST select a municipality(s).
  - g. Enter a brief description of the area to be served by the project.
  - h. Enter the "Population Served" by the project.
  - i. Enter a brief description of the problems to be addressed by the project.
  - j. Enter a brief quantitative description of the project, including capacity if relevant.
- 5. Enter the information for the Project Costs

- 6. <u>Click</u> on the Continue button at the bottom of the page. IF the page does not advance look for "\*" to see if you missed a required field. Fill it in and click Continue again.
- 7. If the additional contacts have registered and selected their roles you can link them through the dropdown lists in the Borrower Contacts section both Primary and Secondary. Once linked these people will be able to login and see the application. Depending on their role they can input information as well.
- 8. If the additional contacts have not yet both registered and selected their role, then type in the contact information in the New Contacts section. These people will NOT be able to login and see the application. Once they register and select their role, as in Step 7, then they will see the application.
- 9. Click on the Continue button at the bottom of the page.
- 10. On the final page there are two buttons "Request Planning Consultation Now" and "Request Planning Consultation Later". For the ARRA Green Project Reserve, you should ALWAYS click on the "Request Planning Consultation Later" button. NO Planning Consultation is necessary for these projects. This is the equivalent to a SAVE on this form.
- 11. The Project Description form will now appear in Edit mode. You can click on the Edit to make any changes or updates as necessary.
- 12. You should now proceed with the rest of the application, as follows below.

On the Left side of the page you will see four items (Planning Consultation, Application Forms, Documents, and Technical Components). When you click on each one of these other Items will appear below them.

- 13. <u>Click</u> on "Planning Consultation" **Project Description** (form you completed above) appear.
- 14. <u>Click</u> on "Application Forms" several forms appear
  - a. **Benefits** complete each area as appropriate to your project. The first page may or may not apply; however, most of the rest of the form will.
  - b. **Rates and Schedules** If appropriate enter **Rates**. If not appropriate, so fields are Required (enter "other" and "0" zero in required fields). Enter the **Customer** information. **Project Schedule** IS REQUIRED.
  - c. Note "**Letter of No Prejudice**" is issued by PENNVEST allowing construction to start prior to either approval or settlement. DO NOT start

- <u>construction prior to settlement without this</u>. If you do, your costs will not be eligible for reimbursement.
- d. **Budget** Complete all sections
- e. **Financial** Complete all sections
- f. **Economic Development Impact** If there is an economic impact to your project provide the information here.
- g. **Project Description Supplemental** note that Project Components of this form must total to the entire Project Cost and PENNVEST requested amounts. **FOR GREEN RESERVE PROJECTS** select "Green Infrastructure" regardless of the four "Green" categories (Water Efficiency, Energy Efficiency, Green Infrastructure, and Environmentally Innovative Projects). Do NOT select Point Source or Non-Point Source.

# 15. <u>Click</u> on "Documents" – several Items appear

- a. **Letter of No Prejudice (LONP) -** is issued by PENNVEST allowing construction to start prior to either approval or settlement. <u>DO NOT start construction prior to settlement without this</u>. If you do, your costs will not be eligible for reimbursement. If you do NOT need to start construction prior to approval or settlement you do not need to do anything with this item.
- b. **Resolution to Apply** <u>click</u> on the hyperlink and download onto letterhead (as appropriate), sign, and mail as directed (be sure to identify your project name and project ID# on the document).
- c. **Letter of Responsibility** <u>click</u> on the hyperlink and download onto letterhead (as appropriate), sign, and mail as directed (be sure to identify your project name and project ID# on the document).
- d. Both Concurrence of Ag Land Preservation Entity and Concurrence of Land Use Planning Entity <u>click</u> on the hyperlink and contact the appropriate entities for your project. Obtain letters of concurrence and send copies to PENNVEST as directed.
- e. **Financial Statements** <u>click</u> on the hyperlink. It will indicate which year financial statements you need to submit to PENNVEST utilizing the Fax Cover sheets that you print from the bottom of the page. Fax to the phone number provided. IF you have questions regarding this contact Jan Napoli at <u>jnapoli@state.pa.us</u>
- 16. <u>Click</u> on "Technical Components" several Itemsuch as Plans and Specs, Part I/II Permits, Water Quality Permit, etc) appear. Complete those that are required for your type of project, as advised by DEP. If you have questions as to which are appropriate use the DEP Project Mgr contact information in the Project Description form (the first form you created found under Planning Consultation on the left side of the web-page. <u>The list of Items vary between Wastewater</u>, Storm Water, and Drinking Water applications.
  - a. Provide the information to DEP as necessary for your project

b. **Green Reserve Document -** click on the hyperlink and download the document. Complete the document and mail, with any additional information to DEP, at the address indicated.

# 17. **SIGNING THE APPLICATION** – ONLY the person in the Borrower role can electronically "sign" the application

- a. In the top left corner of the page, under the picture of the computer, click on the dark blue button "Update Checklist Now".
- b. When the Application is complete, the Borrower should enter a checkmark in the Complete column (second from left) for ALL items. If something is not applicable for your project, you still need to put a checkmark in the box and enter "NA" in the comment box to the right of the checkbox.
- c. Click on the SAVE button at the bottom of the page.
- d. For all other users, you will see "no" when the checkbox is not marked and "yes" when the checkbox is marked.

#### 18. What is NEXT?

- a. DEP will review the Technical Components section and mark each item as appropriate in the Status column of the checklist.
- b. PENNVEST will review the online application and send an Acknowledgement Email. You should respond as quickly as possible to any issues included.
- c. The PENNVEST financial consultant will review and compare information in the application with the Financial Statements. He may contact you directly.

# 19. Board Meeting

- a. If your project is approved for funding you will receive an emailed notice of the approval directing you to the electronic Funding Offer, which will be online
- b. Review the Funding Offer and the Borrower Accepts it.
- c. The Settlement Tab will populate with all the things that need to be done for Settlement.
- d. Disbursement of funds will done electronically through the Funds Disbursement site.

#### END OF DOCUMENT