

TECHNICAL PACKAGE

Applicant (Entity) Name:

Project Title:

Contact Person: **Phone:**

I. Water Rights

1. Is the current effluent flow discharged to a stream or other surface water body?
 YES NO (proceed to question 2)

The project will result in (check all that applies):

- Change to the discharge location
 Reduction in the amount discharged

If any of the boxes are checked above, has a Petition for Change been filed with the State Water Board, Division of Water Rights? YES NO

- No change to existing discharge

Provide a Water Rights Determination letter or email (label as Attachment **T4**).

2. Is this a project that will divert flow from a stream? YES NO (proceed to question 3)
- a. Petition for Change filed with the State Water Board, Division of Water Rights?
 YES NO
- b. Petition for an appropriate water right filed with the State Water Board, Division of Water Rights? YES NO

Provide a Water Rights Determination letter or email (label as Attachment **T4**).

3. Is the entity a water diverter and subject to section 5103 of the Water Code? YES NO

II. Water Conservation and Urban Water Management Requirements

1. Check the following boxes that apply for your project:

WATER CONSERVATION

Non-Point or Estuary:

- The water conservation requirements are not applicable because the project is a non-point source or estuary project.

FOR STATE USE ONLY	
CWSRF Project #	
Project Manager	
Date Received	

Water Suppliers:

- Approved Water Conservation Plan on file with the State Water Board
- Water Conservation Program submitted to the State Water Board for approval (label as Attachment **T5**)
- Proof that you signed the Memorandum of Understanding regarding urban water conservation in California (label as Attachment **T6**)
- Proof that you submitted an Urban Water Management Plan per Water Code Section 10653 (label as Attachment **T7**).

Non Water Suppliers:

- Provide certification that 75% of water connections in its service area are covered by an adopted, Division-approved Water Conservation Plan (label as Attachment **T8**)
- Provide a letter stating that the water supplier(s) signed the Memorandum of Understanding (label as Attachment **T6**)
- Proof that the water supplier submitted an Urban Water Management Plan per Water Code Section 10653 (label as Attachment **T7**)

Waiver:

Are you requesting a waiver of the water conservation requirements?

- YES NO

If yes, submit a letter requesting a waiver of the water conservation requirements (label as Attachment **T9**)

URBAN WATER MANAGEMENT

1. Are you an urban water supplier as defined in Water Code Section 10631.5?
 YES NO

2. Are you an urban water supplier with a water management project?
 YES (see below) NO

If yes, submit a letter from the CA Department of Water Resources confirming you are in compliance with Water Demand Management Measures as described in Water Code Section 10631.5 (label as Attachment **T10**).

3. Provide a self-certification that you are in compliance with the water meter requirements of Water Code Section 529.5 (label as Attachment **T11**)

III. DELTA PLAN

- 1. Is the project a “covered action” under section 85225 of the Water Code?
 YES NO
- 2. Have you submitted the consistency certification required by section 85225 of the Water Code?
 YES NO
- 3. Has any person appealed the consistency certification per section 85225.10 of the Water Code?
 YES NO

IV. ATTACHMENT CHECKLIST

Check the box next to each item attached to your application.

- T1 – Project Report
- T2 – General Plan Compliance Certification
- T3 – Regional Water Quality Control Board Requirements
 - Waste Discharge Requirements, NPDES Permit or Water Recycling Requirements
 - Amended Basin Plan or Total Maximum Daily Load
 - Enforcement Orders
 - Not Applicable – Explain: _____
- T4 – Water Rights Determination letter (if applicable)
- T5 – Water Conservation Plan (if applicable)
- T6 – Memorandum of Understanding (if applicable)
- T7 – Urban Water Management Plan (if applicable)
- T8 – Certification for Non-Water Suppliers (if applicable)
- T9 – Waiver Request Letter (if applicable)
- T10 – Compliance with Water Demand Management Measures (if applicable)
- T11 – Certification for Compliance with Water Metering Form

Water Recycling Funding Program Only

- T12 – Recycled Water User Assurance
- T13 – User Connection Schedule

Project Report

(Suggested Content for Publicly-Owned Treatment Works Projects; applicants seeking financing for water recycling projects should also review the suggested report outline in Appendix B of the *Water Recycling Funding Program Guidelines*)

I. Project Area

- A. Vicinity and service area map(s) showing:
 - 1. Detailed map(s) of project site(s) and service area boundary;
 - 2. Relevant hydrologic, geologic, and topographic features;
 - 3. Relevant ground and surface water resources; and
 - 4. Existing collection, distribution, storage, and treatment facilities
- B. Current land use and land use trends
- C. Current population and population trends

II. Wastewater Characteristics, Existing Facilities, and Current Water Quality

- A. Description of existing facilities, including treatment/reuse processes/schematic(s), design criteria, current capacities, current flows, and the current water quality characteristics and beneficial uses of the water resources affected by the facility
- B. Description of all entities responsible or contributing to the existing facilities
- C. Sources of wastewater to the facility
- D. Sources of industrial or other problem constituents and current control measures
- E. An evaluation of excessive infiltration/inflow (I/I) to the system. If the average daily flow is above 120 gallons per capita per day, a Sewer System Evaluation Survey is required.
- F. Wastewater influent characteristics and variations
- G. Wastewater effluent characteristics and variations
- H. Past efforts to address the problem through operational improvements
- I. Current asset, operation, and maintenance management systems

III. Treatment Objectives for Discharge or Reuse

- A. Reason for the project and its expected benefits
- B. Performance characteristics required for efficient treatment
- C. Health-related water characteristics required for discharge, operational, and on-site requirements
- D. Wastewater discharge or reuse requirements and anticipated changes in requirements.
- E. Projected future flow rates or other changes to the influent wastewater characteristics
- F. Additional facilities or actions needed to comply with waste discharge requirements

IV. Project Alternatives Analysis

- A. Planning and design parameters and assumptions
 - 1. Relevant design criteria
 - 2. Cost index, discount rate, useful lives
 - 3. Planning period
- B. Detailed alternatives analysis, including the no action alternative
 - 1. Comparison of all alternatives based on life cycle costs for each alternative with breakdown of total capital, operation and maintenance (O&M), and replacement costs
 - 2. Comparison of how the project alternatives address the state planning priorities in section 65041.1 of the Government Code and sustainable water resource management priorities
 - 3. Climate change analysis for each alternative

V. Selected Project

- A. A detailed description of the recommended project alternative and basis for selection
 - B. Design criteria and useful life of the project
 - C. Life cycle cost estimate based on time of construction
 - D. Detailed schedule
 - E. Permits required for project implementation
 - F. Description of any key issues to be resolved, particularly items likely to significantly impact the project budget or schedule, i.e., environmental review, land acquisition, etc.
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Project Report

(Suggested Content for Non-Point Source or Estuary Projects)

I. Project Area

- A. Vicinity map(s) showing:
 - 1. Detailed map(s) of project site(s) and areas affected by the project;
 - 2. Relevant hydrologic, geologic, and topographic features;
 - 3. Relevant ground and surface water resources; and
 - 4. Existing and relevant measures or works related to the proposed project
- B. Land use, land use trends, and relevant adjacent land uses
- C. Current population and future population projections

II. Source Characteristics, Existing Conditions, and Current Water Quality

- A. Surface water and groundwater resources in the project area
- B. Current water quality, variations in water quality, and beneficial uses
- C. Flow quantity and variations in flow quantity
- D. Sources of pollution and current control measures
- E. Past efforts at source control or other corrective measures
- F. Other plans for source control or corrective measures

III. Objectives

- A. Reason for the project, performance goals, and expected benefits
- B. Method(s) of verification
- C. Beneficial uses and protection criteria
- D. Required water quality characteristics to meet beneficial uses
- E. Required health-related water characteristics or requirements
- F. Anticipated changes in water quality or health-related requirements

IV. Project Alternatives Analysis

- A. Planning and design parameters and assumptions
 - 1. Relevant design criteria
 - 2. Cost index, discount rate, useful lives
 - 3. Planning period
- B. Detailed alternatives analysis, including the no action alternative
 - 1. Comparison of all alternatives based on the life cycle costs for each alternative with breakdown of total capital, operation and maintenance (O&M), upkeep, and replacement cost
 - 2. Comparison of how the project alternatives address the state planning priorities in section 65041.1 of the Government Code and sustainable water resource management priorities
 - 3. Climate change analysis for each alternative

V.

Selected Project

- A. Detailed description of the most feasible, cost-effective alternative, including:
 1. All entities, including affected home and land owner categories involved in implementing the project, their level of participation, and the means to achieve the level of participation necessary to make the project successful;
 2. Management of residual or waste material;
 3. Overview of any long-term management plan for operation, maintenance, monitoring, inspection, record keeping, repair, and replacement related to the project;
 4. Identify agency(ies) or organization(s) responsible for long-term management and the means to ensure that the management plan will be implemented; and
 5. Identify permits, approvals, ordinances, regulations, and reports required for the project. Identify how and when these actions will be completed, and describe how compliance will be achieved and maintained.
- B. Detailed schedule
- C. Description of any key issues to be resolved, particularly items likely to significantly impact the project budget or schedule, i.e., environmental review, land acquisition, etc.
- D. Project Eligibility
 1. For Non-Point Source projects, identify the section of the [Five-Year Implementation Plan](#) the project will implement and explain how the project helps implement the *Plan*. Explain how the project addresses a regional or area wide water quality problem.
 2. For Estuary projects:
 - a. Identify the estuary the project addresses, i.e., San Francisco Bay, Morro Bay, or Santa Monica Bay;
 - b. Identify the section of the estuary's [Comprehensive Conservation and Management Plan](#) the project will help implement;
 - c. Describe how the project helps implement the *Plan*; and
 - d. Describe efforts to work with the estuary sponsor

GENERAL PLAN COMPLIANCE CERTIFICATION

CLEAN WATER STATE REVOLVING FUND PROJECT NO.

APPLICANT: ("the Entity")

Please check first box below if the applicant is responsible for adopting the General Plan (typical of cities and counties). Please check the second box if the applicant is not responsible for adopting the General Plan (typical for special districts serving unincorporated areas, etc.).

I certify that the Entity has adopted the land use and housing elements of its General Plan and that the proposed project is consistent with the adopted General Plan.

I certify on behalf of the Entity that at least seventy-five (75) percent of the area affected by the project includes cities and counties with adopted land use and housing elements. I have attached documentation that the Entity has notified the cities and/or counties responsible for adopting the applicable plan(s) and provided a reasonable opportunity to comment on the project's consistency with the plan(s). I certify that the Entity considered those comments during development of the project.

Authorized Representative's Signature

Authorized Representative's Name and Title

Date

**CERTIFICATION FOR COMPLIANCE WITH WATER METERING
REQUIREMENTS FOR FUNDING APPLICATIONS**



Funding Agency Name: State Water Resources Control Board

Funding Program Name: Clean Water State Revolving Fund

Applicant (Agency Name): _____

Please check one of the boxes below and sign and date this form.

As the authorized representative for the applicant agency, I certify under penalty of perjury that the agency is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.

As the authorized representative for the applicant agency, I certify under penalty of perjury that the applicant agency has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Agency will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Agency may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative
(Please print)

Signature

Title

Date