

# NEVADA WATER & WASTEWATER PROJECT PROPOSAL



Please note: Proposal Form must be completed in full to the best of your ability. Proposal form may be used by Counties, Cities, General Improvement Districts or Non-Profit Associations. See instructions on pages 4 and 5.

## 1. Community/Organization Information: (List others, if joint application.)

- a) Name: \_\_\_\_\_
- b) Mailing Address: \_\_\_\_\_
- c) City, State, & Zip: \_\_\_\_\_ County: \_\_\_\_\_
- d) Governing Official: \_\_\_\_\_ Title: \_\_\_\_\_
- e) Primary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- f) Telephone Number: \_\_\_\_\_ Fed. Tax ID #: \_\_\_\_\_
- g) Email \_\_\_\_\_ DUNS # \_\_\_\_\_

## 2. Proposal Preparer (if different than contact person identified in #1 above):

- a) Name: \_\_\_\_\_ Title: \_\_\_\_\_
- b) Name of Group: \_\_\_\_\_
- c) Mailing Address: \_\_\_\_\_
- d) City, State, & Zip: \_\_\_\_\_
- e) Telephone Number: \_\_\_\_\_
- f) Email \_\_\_\_\_

## 3. If different than contact person identified in #1, who in your organization will be responsible for project management (responsible for the day to day communication with funding agencies, attend meetings and submit reimbursement requests)

- a) Name: \_\_\_\_\_ Title: \_\_\_\_\_
- b) Mailing Address: \_\_\_\_\_
- c) City, State, & Zip \_\_\_\_\_
- e) Telephone Number \_\_\_\_\_
- f) Email \_\_\_\_\_

## 4. Other Information (for reporting purposes):

- a) Population of project service area (use 2010 census): \_\_\_\_\_
- b) Median Household Income of service area (use 2010 census): \_\_\_\_\_
- c) Is the Facility: Public  Private  Non-Profit  Operated By: Owner  Contracted Operator

## 5. Project Type: Water Wastewater

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**6. Violation Orders from the State, any emergency situations which may exist and if the project includes growth for future development (attach page, if necessary):**

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**7. Preliminary Engineering Report (PER) and Environmental Report (ER) Status:**

- a) Has a PER and ER been completed according to USDA Rural Development Bulletins and PER Quality Control Checklist?  Yes  No
- b) Have the PER and ER been reviewed and accepted by all funding Agencies?  Yes  No

**8. Funding Received To-Date for this project – Please check all that apply and fill in dollar amounts and project type (e.g., Master Plan, Mapping, PER, Engineering Design, Construction):**

- State – SRF: \$ \_\_\_\_\_ Project type: \_\_\_\_\_
- USDA Rural Development: \$ \_\_\_\_\_ Project type: \_\_\_\_\_
- State – CDBG Grant: \$ \_\_\_\_\_ Project type: \_\_\_\_\_
- US Army Corps of Engineers: \$ \_\_\_\_\_ Project type: \_\_\_\_\_ PCA signed?  Yes  No
- Other: (please explain): \$ \_\_\_\_\_ Project type: \_\_\_\_\_

**9. Proposed Security & Existing Debt on System**

- a) What type of security is proposed?  Revenue bond  General Obligation bond  Note & Deed of Trust

If there is existing debt on the system, please list to whom owed, balance of debt, remaining term of debt, interest rate and any reserve requirements (restricted debt service reserve, AB198 capital replacement, short-lived asset replacement, etc.).

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**10. User Charge Information (must complete for type of system that needs the proposed funding):**

Do you have separate water and waste water accounts?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have separate financial statements for water and wastewater accounts (balance sheet, income statement (statement of revenues, expenditures & changes in fund balances, & statement of cash flows)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Water</b>	<b>Wastewater</b>
Is your water system metered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the system have metered and non-metered users	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the average gallons per day usage for metered residential customers		
What is the average gallons per day usage for other than residential connections? If needed attach chart.		

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	Water	Wastewater
For non-metered systems, what is the average gallons per day usage		
Number of full-time residential users (connections – primary homes):		
Number of part-time residential users (connections – secondary homes):		
Number of non-residential users (connections):		
Provide copy of current rate schedule		
Current monthly residential charge for 15,000 gallons used:		
Proposed monthly residential charge for 15,000 gallons used:		
Month and year of last rate increase:		

**11. Proposed Project Cost Estimate (if PER is complete, costs should be the same as in the PER):**

Activity	Estimated Cost
a. Construction (Date of cost estimate: _____)	
b. Contingencies (% of construction cost)	
c. Engineering Fees – total, provide breakdown below	
Preliminary Engineering Report, Facility Plan and Environmental Report	
Project Design (Includes Bidding and Project Administration)	
Additional Engineering (if applicable – Geotechnical, Electrical, O&M Manuals, etc. provide detailed breakout of other engineering costs)	
Construction Resident Inspection	
d. Property Acquisition (site, right-of-way, appraisals, etc.)	
e. Legal (Attorney costs if not able to use city/county attorney)	
f. Bonding and/or Closing Costs	
g. Other Professional Services	
h. Interim Interest (construction loan)	
i. Other (specify):	
<b>TOTAL PROJECT COST</b>	

**12. Describe evidence that project area or beneficiaries will meet the income requirements of CDBG programs:**

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**Certification:**

The undersigned official of the applicant certifies that the information contained herein and the attached documents are true, correct, and complete to the best of my knowledge and belief. The applicant further understands that this project proposal is a preliminary request and is not a substitute for a full application to any agency, nor does it assure funding from any agency.

Name and title of Governing Official: \_\_\_\_\_

Signature of Governing Official: \_\_\_\_\_ Date: \_\_\_\_\_

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## Instructions

**General Requirements** – Applicants anticipating the use of State and/or Federal funds to finance water or wastewater system improvements should submit the following information based on the status of your infrastructure project:

1. Improvements are necessary for the water or wastewater systems in your community; however, you are unsure how to start the process of obtaining funding or evaluating the cost of system improvements. How does a community obtain funding to complete a Preliminary Engineering Report and/or Environmental report? The next step is to:
  - Complete the “Nevada Water and Wastewater Project Proposal” form. Fill out all the information that is known; for items not known please list N/A.

### OR

2. The Preliminary Engineering Report and Environmental Report have been completed and funding is being sought for construction, engineering, and associated costs. The next step is to:
  - Complete the “Nevada Water and Wastewater Project Proposal” form
  - Provide copies of the Preliminary Engineering Report (PER)\*
  - Provide copies of the Environmental Report (ER)\*

The applicant should submit one (1) original and four (4) copies (**total of five**) of the project proposal to one of the NWWRC Agencies listed below. (Incomplete packets will not be forwarded to the full committee until a complete packet is received.)

 <p>NEVADA DIVISION OF <b>ENVIRONMENTAL PROTECTION</b></p>	<p><b>Nevada Division of Environmental Protection</b> <b>Office of Financial Assistance</b> <b>State Revolving Funds</b> <b>901 South Stewart Street, Suite 4001</b> <b>Carson City, NV 89701-5249</b></p>
 <p><b>USDA</b> United States Department of Agriculture</p>	<p><b>USDA Rural Development</b> <b>1390 South Curry Street</b> <b>Carson City, NV 89703-5146</b></p>
<p>Nevada Governor's Office of <b>ECONOMIC DEVELOPMENT</b> <i>Empowering Success</i></p>	<p><b>Rural Community Development</b> <b>Governor's Office of Community Development</b> <b>808 West Nye Lane</b> <b>Carson City, NV 89703</b></p>

*\*Please note:* The Preliminary Engineering Report (PER) and Environmental Report (ER) must follow USDA Rural Development Bulletins and the PER Quality Control checklist. The Review Committee must have five copies of all submitted documents (including maps/drawings) in order to distribute to all members. If a report is revised after the initial proposal submission, please send five copies of the revised report so it may be distributed to Review Committee members as well.

**Review Procedure** – Each project proposal will be reviewed by the NWWRC as follows: Upon receipt of project proposal, PER and ER, all information is distributed to the NWWRC members within five (5) working days.

1. The NWWRC will review the project proposal within 30 to 45 days after submission.

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2. Following the review, the NWWRC will reply to the applicant by written correspondence. This correspondence shall include a summary of the NWWRC comments pertinent to the technical, operational, or financial aspect of the project proposal. Substantive comments by the NWWRC must be resolved prior to receiving a recommendation from the NWWRC. A recommendation from the NWWRC will state the appropriate agency or multiple agencies from which to seek financial assistance. However, a recommendation from the NWWRC does not assure funding from that agency. Each agency on the NWWRC will receive a copy of all correspondence stated above.
3. Each funding agency will follow its own full application process. Applicants seeking funding from multiple agencies must submit a full application to each agency.
4. If a full application varies significantly from the recommended project proposal, or if the facts have changed such that the feasibility of the proposal warrants further investigation, any member of the NWWRC may request that the project be reviewed again.
5. Assistance will be recommended only to the extent necessary to complete project activities over and above local efforts, and for solutions considered appropriate and feasible by the NWWRC.

## **PRELIMINARY ENGINEERING REPORT REQUIREMENTS**

A Preliminary Engineering Report (PER) for water and wastewater systems must be completed by a professional engineer registered in the State of Nevada. The signed seal of the professional engineer must be located on the cover of the PER prior to the initiation of the project proposal review process. The level of detail required within the report and depth of analysis should be proportional to the size and complexity of the proposed project. The PER must contain a title page that includes the project title, applicant's name, preparer's name, preparer's address, preparer's phone number and date of submittal. The PER must follow the guidelines of USDA Rural Development Bulletin 1780-2 and Water Facilities and Bulletin 1780-3 for Wastewater Facilities, and the INC PER Quality Control Checklist.

A table of contents must follow the title page and must clearly list each section and corresponding page number. The PER must follow the following outline and clearly present the required information contained within the outline. Upon review, additional information may be requested.

## **ENVIRONMENTAL REPORTS**

Environmental Reports may be completed by the owner or a paid consultant. Typically in Nevada the reports are being completed by a paid consultant (the engineer of record hired by the owner). The Environmental Report must follow the guidelines of USDA Rural Development Bulletin 1794A-602. All Rural Development Bulletins are located on-line at:

[http://www.rurdev.usda.gov/RDU\\_Bulletins\\_Water\\_and\\_Environmental.html](http://www.rurdev.usda.gov/RDU_Bulletins_Water_and_Environmental.html)