

# Nevada Board for Financing Water Projects

## Project Grant Application



*A Nevada Solution for Public Water System Financing*

**State of Nevada  
Division of Environmental Protection  
Bureau of Administrative Services  
Office of Financial Assistance**

## NEVADA BOARD FOR FINANCING WATER PROJECTS PROJECT GRANT APPLICATION

Refer to Nevada Revised Statutes (NRS) 349.980 – 349.987 and Nevada Administrative Code (NAC) 349.430 – 349.574 (Available at Legislative Counsel Bureau's Internet Web Site: <http://www.leg.state.nv.us>)

### Section 1: Applicant Description and Required Attachments

#### A. Applicant Information

Name, address and telephone number of Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_

#### B. County or counties in which service area is located:

\_\_\_\_\_

#### C. Description of project including its anticipated effect on the public water system:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional documentation as necessary)

#### D. Number of service connections currently served:

1) Residential: \_\_\_\_\_  
2) Commercial: \_\_\_\_\_  
3) Industrial: \_\_\_\_\_  
4) Other: \_\_\_\_\_

Estimated population currently served: \_\_\_\_\_

#### E. Percentage of residences that not primary residences (i.e., second homes, vacation homes) \_\_\_\_\_

#### F. Current water rates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- G. Median Household Income (MHI), based on the most recent US Census, for the service area of the water system. An income survey MHI may be used if it was conducted and approved per CDBG and USDA guidelines: \$\_\_\_\_\_
- H. Current property tax rate applicable in the service area of the system:  
\$\_\_\_\_\_/ \$100 Assessed
- I. Submit the following information in the form of attachments (check box  if attached or provide an explanation if not applicable):
1.  A preliminary engineering report (PER), prepared by a person licensed as a professional engineer pursuant to NRS 625, for the construction, operation and maintenance of the proposed capital improvement subject to the applicable portions of U.S. Department of Agriculture, Rural Utilities Service Bulletin 1780-2 (available on the Division's website) including:
    - a. drawings showing the existing and proposed systems;
    - b. a description of the best available technology for the water project being proposed;
    - c. information sufficient to demonstrate, through a systematic and cost-effective analysis of feasible alternatives, that the alternative selected is the most effective means of meeting the applicable water quality and public health requirements over the design life of the facility (this should also include hydraulic models of the current and proposed systems)
    - d. an itemized estimate of the construction and engineering costs of the proposed capital improvement as specified in the Board's policy on Construction, Engineering, and Contingency;
    - e. an estimate of the capital costs required for the installation of water meters on all service connections to the community water system or non-transient water system;
    - f. the economic justification for and expected benefits of the project; and
    - g. the estimated cost of operation and maintenance for the capital improvement.
  2.  Maps of appropriate scale to show clearly the location of the proposed water project with respect to other identifiable topographical or geographical features in the service area of the public water system (may be included in the PER).
  3.  A complete and legible legal description of the entire area of service for the water project improvement, including, without limitation, map(s) showing the layout of the water project with clear reference to United States Public Lands Survey, aerial, assessor's or other similar maps showing sections and townships.
  4.  Proof of ownership, rights-of-way, easements or agreements showing that the applicant holds or is able to acquire all land, other than public land, or acquire interests therein and any water rights necessary for the construction of the proposed water project. Copies of deeds to land to be occupied, records of surveys, easements, agreements or permits to appropriate water granted pursuant to NRS 533 and 534 may be used as evidence of ownership.

5.  Information that demonstrates that the capital improvement complies with applicable local regulations governing the use of land and water and any other applicable regulations, ordinances, and planning and zoning requirements.
6.  A report concerning the amount of water required to satisfy the needs of the capital improvement, including:
  - a. the source and amounts of supply;
  - b. the rights to the water;
  - c. the quality of water going into the capital improvement;
  - d. the quality of treated water flowing out of the capital improvement; and
  - e. a schedule indicating the volume of water required each month from the capital improvement to meet the needs of the customers of the community water system or non-transient water system.
7.  A copy of the current water conservation plan adopted by the applicant and approved by the Division of Water Resources pursuant to NRS 540.131 to 540.151, inclusive; a recent schedule established by the applicant for carrying out the plan; and an analysis of the effectiveness of the plan.
8.  A list and copies of all permits required to carry out the capital improvement project including any conditions for approval of those permits.
9.  A project schedule that provides a timetable and milestones for:
  - (a) project funding;
  - (b) design and permitting;
  - (c) advertising and opening bids;
  - (b) contract award;
  - (c) start of construction;
  - (d) estimated schedule of progress payments to the contractor and other costs related to the pay requests for grant funds;
  - (e) completion of construction; and
  - (f) start-up of the project.
10.  A description of how the costs for construction, operation and maintenance, the costs for debt service to support any loans and the funding of the capital replacement account for the grant amount will be recovered, including:
  - (a) a proposed revenue program that demonstrates the financial impact on users of the public water system, including any capacity fees, connection fees, or user fees;
  - (b) ordinances or resolutions specifying the method of any loan repayment from the appropriate governing board or regulatory agency having rate jurisdiction;
  - (c) results of bond elections or agenda action items concerning revenue bonds or general obligation backed revenue bonds; and
  - (d) existing loan agreements for this or past projects;

11.  A plan for and estimated costs of the construction of capital improvements to the community water system or non-transient water system during the next 5 years.
12.  A summary of public participation in the development of the proposed water project.
13.  Institutional, administrative, fiscal, legal, and management arrangements required for successful implementation of the water project. How will this project be managed? Who will assure that provisions of NAC 349.554 through 349.574 regarding the administration of this grant are followed?
14.  Copies of current capital improvement plans and debt management policies prepared on behalf of the applicant and provided to the Department of Taxation pursuant to NRS 350.013, which depict the effect of the proposed capital improvement on the financial capacity of the community water system or non-transient water system.
15.  The amount of money available for the capital improvement other than the money to be derived from the grant program, including terms of repayment if short-term or long-term financing is contemplated as a source of funding.
16.  Evidence that the public water system has the capability to comply with the Safe Drinking Water Act and NAC 445A.450 to 445A.6731, inclusive.
17.  Discuss the options available if a grant is not approved for funding by the Board for Financing Water Projects.
18.  Other data and information deemed necessary by the Division or by the financial advisers or other consultants of the Division.
19.  NAC 349.525 requires the Board, or its designated representative to hold a public meeting on the proposed capital improvement project and to provide reasonable notice to members to the public who may be affected by the project. Provide the name and addresses of members of the public who may be particularly affected by the project, if any, to whom the Board should give mailed notice.

To the best knowledge of the undersigned, the information in this application and the attachments hereto is true and correct.

Submitted by (Applicant)

Print full name of the applicant:

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Signature of applicant:

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Date: \_\_\_\_\_

**Section 2: Supplemental Information**

A. Authorized representative (to be designated in Funding Agreement):

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

B. Financial officer:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

C. Description of legal form of organization that owns the public water system: \_\_\_\_\_  
 \_\_\_\_\_

D. The date on which the publicly owned community water system, publicly owned non-transient water system or other utility began service: \_\_\_\_\_

E. Officers of the organization, corporation, or agency:

Member	Title	Occupation	Term of Position

F. Professional services:

1) Design engineer:

Firm: \_\_\_\_\_  
 Engineer's Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

2) Construction manager/resident engineer:

Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

3) Auditor:  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

4) Financial Advisor:  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

5) Legal Counsel:  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_



**Section 3: System Survey Information (Use additional sheets if necessary)**

OPERATOR CERTIFICATION # AND GRADE \_\_\_\_\_

OPERATOR(S) ADDRESS (1) \_\_\_\_\_ EMERGENCY PHONE # (2) \_\_\_\_\_

OWNER TYPE: PUBLIC  PRIVATE  HOMEOWNERS  GID  OTHER

WATER METERS \_\_\_\_\_ SOURCES METERED: YES  NO

AVERAGE DAILY CONSUMPTION \_\_\_\_\_ PEAK CONSUMPTION \_\_\_\_\_

COMBINED SOURCE DESIGN CAPACITY: \_\_\_\_\_ GPM AVERAGE DAILY PRODUCTION CAPACITY: \_\_\_\_\_ GPM

EMERGENCY PRODUCTION CAPACITY: \_\_\_\_\_ GPM CROSS CONNECTION CONTROL PLAN PROGRAM? YES  NO

EMERGENCY RESPONSE PLAN? YES  NO  O & M MANUAL? YES  NO

COMBINED STORAGE CAPACITY: \_\_\_\_\_ GALLONS COLIFORM SITE SAMPLING PLAN? YES  NO

VULNERABILITY ASSESSMENT? YES  NO  WELL TAGGED? YES  NO  GPS ON SOURCES OBTAINED? YES  NO

SAMPLES TAKEN: Gross alpha/beta? YES  NO  VOCs? YES  NO  IOCs? YES  NO  SOCs? YES  NO  NITRATES? YES  NO  NITRITES? YES  NO  SECONDARY CONTAMINANTS? YES  NO

SOURCE OF SUPPLY: WELL  SPRING  SURFACE

WELL(S)	CASING SIZE	WELL DEPTH	PUMP TYPE	GPM RATING	DISINFECTION?
#					
#					
#					
#					

(USE ADDITIONAL SHEET IF NECESSARY)

SPRING(S): FLOW RATE \_\_\_\_\_ GPM DISINFECTED \_\_\_\_\_  
FLOW RATE \_\_\_\_\_ GPM DISINFECTED \_\_\_\_\_

SURFACE: SOURCE FLOW  
NAME \_\_\_\_\_ RATE \_\_\_\_\_ GPM  
DISINFECTION \_\_\_\_\_

<u>STORAGE:</u>	<u>TYPE</u>	<u>CAPACITY</u>	<u>PRESSURE ZONE(S)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DISTRIBUTION SYSTEM: PIPE MATERIAL(S) \_\_\_\_\_

MAIN SIZE(S) \_\_\_\_\_ LATERAL SIZE(S) \_\_\_\_\_

# PRESSURE ZONES \_\_\_\_\_ PRESSURE RANGE(S) \_\_\_\_\_

DESCRIBE PUMPING FACILITIES/BOOSTER STATIONS, INCLUDING PUMPING RATES, PUMP TYPES, BACK-UP POWER FACILITIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE TREATMENT/CHEMICAL FEED SYSTEMS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Section 4: Supplemental Financial Information**

A. Existing debt: \_\_\_\_\_

1) Date of authorization: \_\_\_\_\_  
(Attach appropriate debt authorization materials and describe where the project is located.)

2) Schedule of outstanding indebtedness related to the dedicated repayment source:  
(Complete a similar form for each outstanding indebtedness.)

3) Purpose of indebtedness: \_\_\_\_\_

4) Closing date(s): \_\_\_\_\_

5) Principal:

(a) Current principal outstanding: \_\_\_\_\_

(b) Frequency of payments: \_\_\_\_\_

(c) Repayment dates (for current one-year period): \_\_\_\_\_

6) Interest:

(a) Current interest rate (annual percentage rate): \_\_\_\_\_

(d) Frequency of payments: \_\_\_\_\_

(e) Payment Dates (for current one-year period): \_\_\_\_\_

7) Attach Amortization Schedule for Outstanding Indebtedness.

B. Project funding sources and uses:

Budget Item	DWSRF Funding	Local Funding	Other	Totals by Use
Planning				
Design & Engineering				
Land Acquisition				
Equipment/Materials				
Construction/Improvements				
Administrative				
Financing Costs				
Totals by Source				

Project Total

C. Current Utility Rates:

Type of User	Capacity Fee	Connection Fee	Monthly Fee	Commodity Charge/User Fee	Average "Typical" Monthly Bill*
Residential					
Commercial					
Industrial					
Other Users					

\* Assume 15,000 gallons/month per residential equivalent.

D. Project Schedule:

Function	Estimated Date
Planning, Design & Specifications	
Contract Award	
Construction Commencement	
Project Start-up	

E. Estimated Grant Reimbursement Schedule:

Quarter	Year 1	Year 2	Year 3	Year 4
First				
Second				
Third				
Fourth				
Year Totals				
Grand Total (equals amount of proposed loan)				

Submit Project Grant Application to:

Board for Financing Water Projects  
Attn: Michelle Stamates, Engineer to the Board  
Nevada Division of Environmental Protection  
901 So. Stewart Street, Ste 4001  
Carson City, NV 89701-5249

The applicant must submit a signed copy of this application and all other supporting materials to the Division of Environmental Protection. The Division may request additional copies if needed.

It is strongly suggested that the applicant review the statutes, regulations, and all Board policies that govern this grant program.

NRS 349.980 – 349-987 inclusive:

<http://www.leg.state.nv.us/NRS/NRS-349.html>

NAC 349.430 – 349-574 inclusive:

<http://www.leg.state.nv.us/NAC/NAC-349.html>

Board Policies:

<http://ndep.nv.gov/bffwp/grants02.htm>

Applications must be substantially complete upon receipt by this Division in order to meet the deadline for the upcoming Board meeting. Applications that are not complete and/or require additional information may be rescheduled for a subsequent Board meeting.

If a grant is awarded, a processing fee in the amount of \$1,000 payable to the Division of Environmental Protection will be required prior to the signing of a funding agreement.