

## **REGIONAL WATER PLANNING GRANT**

### **General Information**

Public water supply systems in Kansas face increasing challenges in complying with Safe Drinking Water Act (SDWA) requirements. This is especially true for small water systems with low-income populations. One approach the system can use to help meet the increasing challenges of compliance is through a partnership with other systems in their surrounding region. The Kansas Department of Commerce, Community Development Block Grant (CDBG) promotes partnership among water systems through the Regional Water Planning Grant Program. The purpose of this document is to explain the application procedures and reporting requirements for the program. The CDBG funds are to be used as a 50 percent match for a preliminary engineering report on the development of regional solutions for public water supply systems.

Included in this packet:

- Eligibility Criteria for Applicants
- Cost Share and Payment Process
- Grant Project Timelines
- Engineer Selection Process
- Preliminary Engineering Report Criteria
- Additional Funding for a Feasible Project

### **Eligibility Criteria for Applicants**

1. Primary System – A PWS system that is a voting member of a Public Wholesale Water Supply District (PWWSD), an Interlocal Agreement participant, or a PWS system that is not currently connected to or purchasing water from another water system.
2. Secondary System – A system that purchases treated water from a primary system and will benefit from the proposed project but is not a voting member of a PWWSD, an interlocal agreement participant, or actively participating in the project.

### **Eligible projects**

1. Projects that will result in system consolidation where three or more systems merge resulting in one public water supply system with a single governing body.
2. Projects that result in the creation or expansion of a Public Wholesale Water Supply District.
3. Projects that benefit a minimum of 3 public water supply systems. Two of these must be primary systems not currently connected to each other.

### **The following criteria shall apply for the planning grant assistance:**

1. For purposes of the feasibility study, primary systems must form a legally recognized entity (Public Wholesale Water Supply District or Interlocal Agreement). The legally formed entity will appoint a project manager for coordination with CDBG.
2. Project entities must commit to secure funding for project development and construction as recommended in the preliminary engineering report funded in part with this grant.

## **Cost Share and Payment Process**

CDBG will provide 50 percent to develop a preliminary engineering study, up to a maximum of \$12,500. The 50 percent match can come from local cash or combined with the KDHE Regional PWS Planning Grant Program.

The following payment conditions will apply to this project.

1. Project funding may NOT be used for engineering services provided before the date of signature of the signed State agreement between the project lead entity and the engineer.
2. Upon signature of the grant agreement between the project applicants and CDBG, and completion of the Environmental review, funds can be drawn down once a month with copies of invoices.
3. Final payment (\$2,000) will be made upon CDBG's receipt and approval of the preliminary engineering report as documentation of feasibility and project closeout.

## **Grant Project Timelines**

CDBG will use the following timelines for grant management.

1. CDBG will provide notice of approval/denial to the project lead entity within 30 days of receipt of the application.
2. The lead entity will have 90 days to sign a grant agreement with CDBG.
3. The project entities must select the engineer within three (3) months of award announcement.
4. Upon selection of the engineer, the project lead shall execute a contract with the selected engineer. The contract will outline the payment process, the project completion date, and the criteria that must be included in the final preliminary engineering report.
5. Once selected, the engineer must complete and submit the preliminary engineering report within 12 months to the project lead entity.

## **Engineer Selection Process**

The project entities must follow CDBG procurement requirements.

<https://www.kansascommerce.gov/wp-content/uploads/2021/04/Sample-Request-for-Proposals-RFP-and-RFQ-Notices-4-3-18.pdf>

## **Preliminary Engineering Report Criteria**

The preliminary engineering report must be sufficient in scope and detail to fully address the issues outlined in the CDBG grant application. In addition, the report must include the following.

1. Name, address, telephone, and email of the owner of the facility.
2. Name, address, telephone, and email of the engineering company.
3. Name of engineer with primary responsibility for report preparation.
4. Date of report submission.
5. Description and documentation of the problem.

6. Description of existing conditions at primary systems, including age, treatment and storage capacity, and current water use.
7. Cause of the problem(s) being addressed and documentation of all compliance, public health, water quality, and affordability issues.
8. Future water demands, population estimates (including secondary systems), and the impact project will have on the region's population growth, land-use patterns, and climate change.
9. Discussion and evaluation of alternatives.
10. Justification for selection of recommended alternative.
11. If the development of a new water source is recommended, the report must demonstrate the use of existing water sources, both treated and raw is not feasible.
12. Financing options including estimated annual costs and total costs for each alternative.
13. Estimated annual cost of operation, maintenance and replacement budget, and estimated salary of the operator, etc. for each alternative. Life cycle costs shall be provided for each alternative.
14. The engineer must evaluate all alternatives possible to help the systems achieve and maintain technical, financial, and managerial capacity.
15. Potential environmental impacts for each alternative.
16. The engineer must consult with KDHE to complete the waste stream summary review and disposal method consensus process for viable alternatives. The outcome of the waste stream summary review and disposal method consensus process shall be included in the report to ensure it is carried forward throughout the project.
17. Comparison between the estimated cost of recommended alternative and estimated cost for each primary system (can use existing information if current and prepared by a professional engineer registered in Kansas). The comparison shall be provided as the monthly minimum charge plus \$X.XX per 5,000 gallons.
18. Land Requirements – Identify sites and easements required. Also, specify whether these properties are currently owned, to be acquired, or leased.

### **Additional Funding for a Feasible Project.**

After the preliminary engineer report shows the project is feasible, CDBG wants to partner with the entities for project development and construction. The entity must prove the project meets the national objective of LMI. Once a national objective is verified the CDBG program welcomes a full application through our water program. CDBG program will pay for the design of the project if the fees are within CDBG median design fees for professional engineering services.

The construction will be paid for at the same rate as CDBG regular water applications.