



MY PROJECT WAS ACCEPTED ON THE DRINKING WATER STATE REVOLVING FUND PROJECT PRIORITY LIST – NOW WHAT?



SUBMIT THE REQUIRED DOCUMENTS

- DWSRF Capacity Evaluation Form
- Loan Application Form
- Borrowing Resolution
- Construction Plans
- Specifications
- Bonded Contract(s) w/ DWSRF Boilerplate
- Itemized bid / fee
- Notice to Proceed Letter
- DWSRF Environmental Checklist
- Environmental Assessment or Exemption Form
- EPA 5700-52a MBE/WBE Utilization Form
- Site Certification

OTHER REQUIREMENTS/NOTES

American Iron and Steel (AIS)

Build America, Buy America (BABA)

Base Signage

Bipartisan Infrastructure Law (BIL) Signage

Davis Bacon Act Compliance

Final eligibility determination will be made upon review of all required documents

CONTACT JOAN CORRIGAN
JOAN.CORRIGAN@DOH.HAWAII.GOV
OR VISIT OUR WEBSITE





Required Documents for Hawaii Drinking Water State Revolving Fund (DWSRF) Loans

Document	Planning & Design	All Construction	Additional Requirements for Equivalency Construction	Details
<u>Capacity Evaluation Form</u>	<i>Applicable to Private Public Water Systems (PWS) only</i>			This only applies to private PWS new to the DWSRF program or who haven't executed a DWSRF loan in the last 5 years. It is used to determine borrower eligibility. This form request also includes providing entity (e.g., bylaws, organizational structure, board members, authorized signers, etc.) and financial documents.
<u>Loan Application Form</u>	✓	✓		It is important to include contract costs for all portions of the project that DWSRF assistance will be requested. This may include pre-construction activities as well as during construction.
Resolution	✓	✓		Also referred to as the "Debt Authorization" which certifies that the PWS is authorized to enter a DWSRF loan agreement. This may initially be documented in signed board meeting minutes. A more formal Resolution will be signed before loan execution.
Construction Plans & Specifications (P&S)		✓		P&S must be consistent with the approved project. Any changes in scope must be communicated to the DWSRF program. Substantial modification plans must be reviewed and signed by the Department of Health Safe Drinking Water Branch (submit to sdwb@doh.hawaii.gov , subject "HAR 11-20-30 Review Request: <i>Project Name</i> "). Findings during environmental assessments must be incorporated along with other best management practices.
Contract(s)	✓	✓		Contracts must be bonded and include the latest <u>DWSRF Boilerplate</u> . The contractor must be in good standing.
Itemized bid / fee	✓	✓		This is what the DWSRF loan agreement amount is based on. It may or may not include contingency amount, design, environmental review, construction, construction management, initial staff training, etc.
Notice to Proceed (NTP)	✓	✓		A letter, email, or other document from the PWS to the consultant/contractor informing them to proceed with the agreed-upon work. This is the earliest date that billed work may begin.

✓ = yes Blank = no



Required Documents for Hawaii Drinking Water State Revolving Fund (DWSRF) Loans

Document	Planning & Design	All Construction	Additional Requirements for Equivalency Construction	Details
<u>DWSRF Environmental Checklist</u>		✓		This lists all required environmental cross-cutters (agencies whose jurisdiction “cuts across” into other agencies) are considered and consulted, if necessary. This form contains the full list of cross-cutters, with the ones usually applicable in DWSRF projects listed below in this table.
➤ <u>Hawaii Revised Statutes (HRS) 6E-8</u>		✓		Private systems or their consultant must provide the information for DOH to initiate consultation with the State Historic Preservation Division (SHPD). Provide a recommended effect determination, TMK maps, site maps, construction plans, any previous SHPD correspondence, any known historic sites, research, etc. The four Counties may initiate consultation on their own since they are government entities.
➤ Endangered Species Act (ESA) Section 7			✓	The applicant or its consultant may consult the US Fish and Wildlife Service (USFWS) <u>Information for Planning and Consultation (IPaC) site</u> and/or the <u>agency</u> directly, to informally get input on endangered species in the project area. The information must be provided in the official submittal package to DOH to initiate consultation. The package must also include a recommended effect determination, maps, any previous USFWS correspondence, research, etc.
➤ Farmland Protection Policy		✓		Consultation with the US Department of Agriculture is required if the project area contains prime farmland. Prime and other Important Farmlands can be checked <u>online</u> .
➤ Fish and Wildlife Coordination		✓		The applicant or its consultant may consult the USFWS <u>IPaC</u> and/or the <u>agency</u> directly, to informally get input on fish and wildlife in the project area. Formal consultation will be triggered if the project will involve taking of migratory birds, eggs, or nests.
➤ Floodplain Management		✓		Consultation with the <u>Emergency Management Agency</u> if the project is in or affects a 100-year flood plain. Project area can be checked on the <u>FEMA Flood Map</u> .

✓ = yes Blank = no



Required Documents for Hawaii Drinking Water State Revolving Fund (DWSRF) Loans

Document	Planning & Design	All Construction	Additional Requirements for Equivalency Construction	Details
➤ Magnuson-Stevens Fishery Conservation		✓		Consultation with the National Marine Fisheries Service (NMFS) is triggered if the project will affect any essential fish habitat.
➤ Marine Mammal Protection		✓		Permit with USFWS and NMFS is required if the project will affect any marine mammals.
➤ Migratory Bird Treaty Act		✓		The applicant or its consultant may consult the USFWS IPaC and/or the agency directly, to informally get input on migratory birds in the project area. Formal consultation will be triggered if the project will involve taking of migratory birds, eggs, or nests.
➤ National Historic Preservation Act Section 106			✓	The applicant or its consultant may consult with SHPD directly, to informally get input on records of historic sites in the project area. The official 106 submittal package must go through DOH to initiate consultation. This includes a recommended effect determination, TMK maps, site maps, construction plans, any previous SHPD correspondence, any known historic sites, research, etc. Government entities must complete HRS 68-E and include SHPD’s determination as part of the 106 package.
➤ Protection of Wetlands		✓		The applicant or its consultant may consult the USFWS IPaC or the US Army Core of Engineers (USACOE) to determine if there are wetlands in the project area and if further action is needed.
➤ Rivers and Harbors Act		✓		Review with the USACOE is required if the project involves construction of any structure in or over a navigable water of the US or if the structure or work will affect the course, location, or condition of a water body.
Super Cross-Cutters	✓	✓		“Super cross-cutters” apply to all loans, regardless of type or source of funding. This encompasses socio-economic and anti-discriminatory laws.

✓ = yes Blank = no



Required Documents for Hawaii Drinking Water State Revolving Fund (DWSRF) Loans

Document	Planning & Design	All Construction	Additional Requirements for Equivalency Construction	Details
Environmental Assessment (EA) or Exemption Form		✓		Required per HAR 11-200.1 , under the Office of Environmental Quality Control. Certain projects may be exempt from the full Environmental Assessment process if it is determined that they will have minimal or no significant environmental effects, as listed in HAR 11-200.1-15.
EPA Form 5700-52a	✓	✓		Form used to report Minority Business Enterprise and Women Business Enterprise (MBE/WBE) participation. For section 4B – the “Total Procurement” is the loan amount and the “MBE/WBE Procurement” is the amount of the loan contracted with a MBE/WBE entity.
Site Certification		✓		This is a letter certifying that the PWS is authorized to access and perform the proposed work at the construction site, whether because it is the PWS owner property, or there is a recorded easement, right of way, or similar.
American Iron and Steel (AIS)		✓		Certifications must be provided with all required elements (sample). Visit the EPA AIS page for more information.
Build America, Buy America (BABA)			✓	Certifications must be provided with all required elements (sample). Visit the EPA BABA page for more information.
Base Signage			✓	Applies to construction loans receiving federal funding from the DWSRF Base grant. Applicants will be informed if this requirement applies.
Bipartisan Infrastructure Law (BIL) Signage	<i>See Details</i>		✓	Applies to all loans receiving funding from the DWSRF BIL, both equivalency and additional subsidy, regardless of loan or project type. Applicants will be informed if this requirement applies.
Davis Bacon Act (DBA)		✓		Dictates compliance with prevailing Federal labor wage rates (most current rates are online). Regular on-site interviews of labor workers are required using Standard Form 1445 . Completed forms are not regularly collected but must be provided to the DWSRF program upon request. A copy of the Federal DBA Poster and applicable federal wage rates must be displayed either at the construction site or where workers can easily access.
Single Audit			✓	Includes an audit of the PWS’s financial statements and compliance with Federal funding requirements.

✓ = yes Blank = no



Required Documents for Hawaii Drinking Water State Revolving Fund (DWSRF) Loans

What is an equivalency project?

DWSRF funding sources are a mixture of federal capitalization grants, state match, and loan repayments. Equivalency projects are those that receive assistance from the federal DWSRF funding source, in a dollar amount equal to a particular year's capitalization grant.

Need more information?

Visit our DWSRF website at <https://health.hawaii.gov/sdwb/drinking-water-state-revolving-fund/> or contact the Safe Drinking Water Branch at doh.sdwb@doh.hawaii.gov or Joan Corrigan at joan.corrigan@doh.hawaii.gov with subject line, "DWSRF – *Project or topic*".