

CWSRF Engineering Planning Grant Program

1. **Question Ref:** Q_1321
Question Type: Threshold

Are you a municipality as defined by 21 NYCRR 2602 New York State Clean Water Revolving Fund Regulations
(<http://www.nysefc.org/DocumentCentral.aspx>)?

2. **Question Ref:** Q_1322
Question Type: Threshold

Is your municipality's population less than 30,000 according to the United States Census 2010?

HELP SECTION

To determine your municipality's population according to the United States census 2010 at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

3. **Question Ref:** Q_1323
Question Type: Threshold

Is your municipality's median household income (MHI) equal to or less than \$55,000 according to the United States Census 2010?

HELP SECTION

To determine your municipality's median household income (MHI) according to the United States census 2010 at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

4. **Question Ref:** Q_1328
Question Type: Threshold

Is this planning project on the 2012 Clean Water State Revolving Fund (CWSRF) Intended Use Plan (IUP)?

5. **Question Ref:** Q_1443
Question Type: Threshold

Will the municipality provide a local match of at least 20% of the total cost of the planning project?

6. **Question Ref:** Q_1397
Question Type: Threshold

Is this a planning project that will lead to either the restoration or protection of a surface waterbody?

7. **Question Ref:** Q_1603
Question Type: Basic

Was this project or a phase of this project awarded funding in CFA Round I ?

8. **Question Ref:** Q_1604
Question Type: Basic

If yes, with which agency(s)?

9. **Question Ref:** Q_1605
Question Type: Basic

If funding was received in a prior round of the CFA, indicate the amount of funding received.

10. **Question Ref:** Q_184
Question Type: Basic

NYS Assembly District(s) where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)

HELP SECTION

Click [HERE](#) to determine your Assembly district.

11. **Question Ref:** Q_190
Question Type: Basic

NY Senate District(s) where the project is located. (please enter a number between 1 and 62 that represents your Senate District)

HELP SECTION

Click [HERE](#) to determine your Senate district.

12. **Question Ref:** Q_928
Question Type: Basic

Project Street Address: if the project does not have a definite street address, please skip to "Project without a Street Address" below.

13. **Question Ref:** Q_929
Question Type: Basic

Current State of Project Development (i.e. planning, preliminary engineering, final design, etc)

14. **Question Ref:** Q_930
Question Type: Basic

Explain what makes your project a regional economic priority - for example creates jobs, economic investment, sustainability and community revitalization, etc.

15. **Question Ref:** Q_969
Question Type: Basic

If you are a business, have you been certified as an Minority or Women-owned Business Enterprise (MWBE)?

16. **Question Ref:** Q_970
Question Type: Basic

Additional Project Contact Last Name

17. **Question Ref:** Q_971
Question Type: Basic

Project Without a Street Address: please enter a description of the project location. Include project starting/ending street addresses, cities & zip codes if applicable.

18. **Question Ref:** Q_972
Question Type: Basic

Project county or counties.

19. **Question Ref:** Q_973
Question Type: Basic

Status of State and/or Federal Environmental Review.

20. **Question Ref:** Q_975
Question Type: Basic

Estimated Project Timeline: including project start/completion dates, estimates for design, permitting and construction or other major steps.

21. **Question Ref:** Q_976
Question Type: Basic

Statement of Need

HELP SECTION

Provide a brief summary of the need for the project in the geographic area proposed, the project's financing needs, including funding gaps and, where applicable, describe the additional short and long term jobs that will be created through the development of the proposed project.

22. **Question Ref:** Q_1034
Question Type: Basic

Project Zip Code. (please use Zip+4 if known)

23. **Question Ref:** Q_1049
Question Type: Basic

Contact Last Name

24. **Question Ref:** Q_1050
Question Type: Basic

Contact Title

25. **Question Ref:** Q_1051
Question Type: Basic

Additional Contact Title

26. **Question Ref:** Q_1052
Question Type: Basic

Additional Project Contact First Name

27. **Question Ref:** Q_1053
Question Type: Basic

If project review pursuant to the National Environmental Policy Act (NEPA) has been completed has a Finding of No Significant Impact or Record of Decision been issued?

28. **Question Ref:** Q_1054
Question Type: Basic

If National Environmental Policy Act (NEPA) Record of Decision has been issued, please explain (include date of Record of Decision).

29. **Question Ref:** Q_1056
Question Type: Basic

If review of the project is underway pursuant to the State Environmental Quality Review Act (SEQRA), please indicate the lead agency (if applicable).

30. **Optional Question Header:**

Applicant Information

Question Ref: Q_546
Question Type: Basic

Legal Name of Applicant

31. **Question Ref:** Q_547
Question Type: Basic

Contact First Name

32. **Question Ref:** Q_549
Question Type: Basic

Type of Applicant (select all that apply)

33. **Question Ref:** Q_550
Question Type: Basic

If you are a DBA, what is your DBA name?

34. **Question Ref:** Q_551
Question Type: Basic

Applicant Street Address

35. **Question Ref:** Q_552
Question Type: Basic

Applicant City

36. **Question Ref:** Q_553
Question Type: Basic

Applicant State

37. **Question Ref:** Q_554
Question Type: Basic

Applicant Zip Code. (please use Zip+4 if known)

38. **Question Ref:** Q_555
Question Type: Basic

Applicant Email Address

39. **Question Ref:** Q_556
Question Type: Basic

Select an applicant ID type from the list below that you normally use to identify your organization on application forms.

HELP SECTION

Applicants will be required to provide the specified ID number upon request by the funding agencies.

40. **Question Ref:** Q_561
Question Type: Basic

Additional Contact Email Address

41. **Question Ref:** Q_562
Question Type: Basic

Additional Contact Phone Number. (please include area code)

42. **Question Ref:** Q_565
Question Type: Basic

Project City

43. **Question Ref:** Q_568
Question Type: Basic

Project State

44. **Question Ref:** Q_572
Question Type: Basic

Project Latitude

HELP SECTION

[Click HERE to determine Latitude](#)

45. **Question Ref:** Q_573
Question Type: Basic

Project Longitude

HELP SECTION

[Click HERE to determine Longitude](#)

46. **Optional Question Header:**

Project Description

Question Ref: Q_575
Question Type: Basic

Project Description. Concisely describe the project, indicating the location, what will be planned, designed, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

47. **Question Ref:** Q_580
Question Type: Basic

Status of Permits

48. **Question Ref:** Q_582
Question Type: Basic

Estimated Service Life

HELP SECTION

List the estimated service life/useful life of capital expenditure that is the focus of this request.

49. **Question Ref:** Q_616
Question Type: Basic

For more than one project location, please provide full address(es) for each location. If Not Applicable, indicate "NA".

50. **Question Ref:** Q_651
Question Type: Basic

Applicant Telephone Number, (please include area code)

51. **Optional Question Header:**

Required Documentation

Question Ref: Q_1552
Question Type: Attachment

Maps: Submit a 1:24,000 scale USGS or DOT planimetric map with the subject property circled.

HELP SECTION

An 8½" x 11" section, copy, or printout is acceptable, so long as it shows at least 1:24,000 scale and is clearly marked as to scale and source, including Quad Name and/or Code.

52. **Question Ref:** Q_1465
Question Type: Standard Question

What is the name of the surface waterbody that could be restored or protected as a result of the planning project? If known, provide the latitude and longitude of the discharge causing the water quality impairment.

53. **Question Ref:** Q_1450
Question Type: Standard Question

Will the proposed project result in the creation of construction jobs? If so, estimate the number of construction jobs to be created.

Enter zero if not applicable.

54. **Question Ref:** Q_1459
Question Type: Standard Question

Will the proposed project directly or indirectly result in the creation of permanent jobs? If so, estimate the number of permanent full-time equivalent jobs that will be created.

Enter zero if not applicable.

55. **Question Ref:** Q_1324
Question Type: Standard Question

Does the municipal system have a State Pollutant Discharge Elimination System (SPDES) permit?

56. **Question Ref:** Q_1325
Question Type: Standard Question

If your municipal system has a State Pollutant Discharge Elimination System (SPDES) permit, list the permit number.

57. **Question Ref:** Q_1374
Question Type: Standard Question

If the municipal system discharges to a State Pollutant Discharge Elimination System (SPDES) permitted facility controlled by another municipal entity (i.e., satellite collection system) describe any water quality impacts associated with the discharge.

58. **Question Ref:** Q_1326
Question Type: Standard Question

Is this planning project required by a State Pollutant Discharge Elimination System (SPDES) permit to protect the receiving water?

59. **Question Ref:** Q_1330

Question Type: Standard Question

Is this planning project required by an Order on Consent executed between the NYS Department of Environmental Conservation and the municipality?

60. **Question Ref:** Q_1331

Question Type: Standard Question

Is this planning project for the preparation of a Flow Management Plan as required by a State Pollutant Discharge Elimination System (SPDES) Permit?

61. **Question Ref:** Q_1332

Question Type: Standard Question

Is this project for the planning of an upgrade to an existing collection and/or treatment system?

62. **Question Ref:** Q_1333

Question Type: Standard Question

Is the project for the planning of a new wastewater treatment and/or collection system to replace an existing municipal treatment and/or collection system?

63. **Question Ref:** Q_1376

Question Type: Standard Question

Is this project for the planning of a treatment and/or collection system for a currently unsewered area?

64. **Question Ref:** Q_1461

Question Type: Standard Question

Is the planning project part of a regional wastewater improvement effort?

65. **Question Ref:** Q_1462

Question Type: Standard Question

If the project is specifically identified in a formally adopted plan, provide the plan's title and date of publication. If available, provide the plan's web address/URL. If the project is not identified in any plan, in the answer box please answer "Not in any plan."

66. **Question Ref:** Q_370

Question Type: Standard Question

Explain the strategy and resources for going forward after the project is complete; that is, for implementing grant-funded plans, developing and using grant-funded acquisitions, and maintaining grant-funded improvements.

67. **Question Ref:** Q_1434

Question Type: Standard Question

Describe the administrative structures in place to administer the requested grant. Identify individuals who will be responsible for specific tasks, such as contract and grants administration, fiscal accounting, and project management. For those managers and professionals already hired, describe their qualifications. Summarize consultant selection process and schedule, noting whether it is completed, underway or proposed. For future hires, describe qualifications sought and procurement/hiring method.

HELP SECTION

This description should include relevant experience/background of all parties and their relationship to the applicant. Explain the qualifications of managers and professionals working on the project.

68. **Question Ref:** Q_1463

Question Type: Standard Question

Describe how the public and stakeholders who will be affected by, or who can advance the project, will be engaged in project planning and implementation.

69. **Question Ref:** Q_1464

Question Type: Standard Question

Describe how local officials are committed to this planning project and its future implementation.

70. **Optional Question Header:**

Smart Growth Questions:The NYS Smart Growth Public Infrastructure Policy Act requires that a project meet the relevant smart growth criterion to the extent practicable. Please respond to the questions below regarding smart growth criteria.

Question Ref: Q_1059

Question Type: Smart Growth

Does the proposed project use, maintain, or improve existing infrastructure?
Y/N/Not Relevant. Please explain all responses.

HELP SECTION

If you are maintaining or improving existing infrastructure, please answer “YES”. If you are building new infrastructure, or expanding infrastructure answer “NO” and provide justification that explains the need to build new infrastructure instead of using or improving existing infrastructure.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

71. **Question Ref:** Q_1060

Question Type: Smart Growth

Is the proposed project located in a municipal center? Y/N/Not Relevant.
Please explain all responses.

HELP SECTION

Municipal Centers are areas of concentrated and mixed land use that serve as centers of various activities (civic, commercial, recreational, and residential, among others). Specific examples include Central Business Districts; Brownfield Opportunity Areas (BOAs); Downtowns in Local Waterfront Revitalization Program (LWRP) Areas; Transit-Oriented Development, Environmental Justice Areas and Hardship Areas; in many instances, an entire city, village or hamlet can be considered a municipal center. This definition can include development “adjacent to municipal centers” and a “future municipal center” – an area planned and zoned to be a municipal center.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

72. **Question Ref:** Q_1061

Question Type: Smart Growth

Is the proposed project located in a developed area or an area designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or brownfield opportunity area plan? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

Please explain how your project advances infill development or redevelopment in existing developed areas consistent with an approved plan. Infill development includes redevelopment, rehabilitation and new development between existing buildings on vacant or under-utilized sites.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

73. **Question Ref:** Q_1062

Question Type: Smart Growth

Will the proposed project protect, preserve and enhance the State's resources, including agricultural land, forests, surface and groundwater, air quality, recreation and open space, scenic areas, and significant historic and archeological resources? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

Beyond simply avoiding or minimizing negative environmental impacts, please indicate the resources that may be impacted by your project and how your project will preserve and enhance these resources.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

74. **Question Ref:** Q_1063

Question Type: Smart Growth

Will the proposed project foster mixed land uses and compact development, downtown revitalization, Brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial development and the integration of all income and age groups? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

Please explain how your project advances these objectives and improves the quality of life in your community.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

75. **Question Ref:** Q_1064
Question Type: Smart Growth

Will the proposed project provide mobility through transportation choices including improved public transportation and reduced automobile dependency? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

There are many alternatives to automobile transportation. Please explain how your project provides or complements alternatives to automobile travel such as bikes, pedestrians, public transit, air travel or rail travel.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

76. **Question Ref:** Q_1065
Question Type: Smart Growth

Will the proposed project involve coordination between state and local government and inter-municipal and regional planning? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

Identify any interaction between the applicant and any municipal and county governments, planning boards, regional planning associations or similar organizations. Document any outreach by the applicant to these organizations regarding the project and any relevant correspondence.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

77. **Question Ref:** Q_1066
Question Type: Smart Growth

Will the proposed project involve participation in community based planning and collaboration? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

Please explain how the project results from an inclusive, multi-stakeholder (including traditionally underserved populations) process of community-based planning and collaboration. To assist with your explanation, identify any affected community groups or organizations with an interest in the proposed project and if the planning process involved outreach to citizens and stakeholders at all stages of development of the project.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

78. **Question Ref:** Q_1067
Question Type: Smart Growth

Will the proposed project ensure predictability in building and land use codes? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

Provide any additional relevant information.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

79. **Question Ref:** Q_1068
Question Type: Smart Growth

Will the proposed project promote sustainability by strengthening existing and creating new communities which reduce greenhouse gas emissions and do not compromise the needs of future generations, by among other means encouraging broad based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain its implementation? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

Please explain how your project promotes sustainability. For example does your project include buildings and plans that seek to minimize consumption of fossil fuels (coal, petroleum), reduce water usage / consumption, and encourage the use of renewable

energy (wind, solar, and geo-thermal).

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

80. Optional Question Header:

General Certifications

Question Ref: Q_1037

Question Type: Certification

By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for MBE/WBE participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

81. Question Ref: Q_1038

Question Type: Certification

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

82. Question Ref: Q_1531

Question Type: Certification

Clean Water State Revolving Fund (CWSRF) Engineering Planning Grant Program Certification. By entering your name in the box below, you agree on behalf of the applicant that, if Clean Water State Revolving Fund (CWSRF)

Engineering Planning Grant Program funding is provided for the project described in this Application, the applicant shall comply with all laws, regulations, provisions and guidance with respect thereto, as each may be amended from time to time, including but not limited to the Clean Water Act, 33 U.S.C. 1251 et seq. , Chapter 565 of the Laws of 1989, 6 NYCRR Part 649, and 21 NYCRR Part 2602.

83. Optional Question Header:

Funding Sources (Enter dollar amounts below)

Question Ref: Q_657

Question Type: Budget

Total Project Cost

84. Question Ref: Q_659

Question Type: Budget

Amount provided directly by applicant toward project

85. Question Ref: Q_660

Question Type: Budget

State sources committed to project

HELP SECTION

For each source, list: program name, type of assistance (loan, grant, interest rate subsidy, etc), and amount of assistance. For loans, list interest rate and term.

86. Question Ref: Q_662

Question Type: Budget

Federal sources committed to project

87. Question Ref: Q_664

Question Type: Budget

Local (municipal) sources committed to project, if different than applicant.

88. Question Ref: Q_665

Question Type: Budget

Private sources committed to project

HELP SECTION

For each source, list: program name, type of assistance (loan, grant, interest rate subsidy, bond financing, sales tax exemption on construction materials and/or non-manufacturing machinery or equipment, mortgage recording tax waiver, etc), and amount of assistance. For loan and bond financing, list interest rate and term.

89. **Question Ref:** Q_668
Question Type: Budget

Not-for-Profit/foundation funding committed to project

90. **Optional Question Header:**

Expenditure Activities (Enter dollar amounts below)

- Question Ref:** Q_670
Question Type: Budget

Planning

91. **Question Ref:** Q_672
Question Type: Budget

Design

92. **Question Ref:** Q_674
Question Type: Budget

Construction/Renovation

93. **Question Ref:** Q_676
Question Type: Budget

Property Acquisition

94. **Question Ref:** Q_677
Question Type: Budget

Training

95. **Question Ref:** Q_679
Question Type: Budget

Marketing, Outreach, Advertising

96. **Optional Question Header:**

Budget Categories (Enter dollar amounts below)

- Question Ref:** Q_681
Question Type: Budget

Salaries and Wages

HELP SECTION

For each person assigned by the applicant, indicate the position, title, annual salary including fringe benefits, and dollar amount to be charged to the project. (Fringe benefits include social security, workers' compensation, unemployment insurance, health insurance, and any other benefits).

97. **Question Ref:** Q_682
Question Type: Budget

Supplies/Materials

HELP SECTION

State the cost and describe briefly the supplies and materials to be purchased by the applicant. Note that the donation of supplies and materials should be listed in Other

98. **Question Ref:** Q_684
Question Type: Budget

Equipment and Machinery

HELP SECTION

This category is for the purchase of equipment and machinery directly by the applicant. List each piece of equipment/machinery to be purchased outlining the purpose of its use with an estimated cost. Note that equipment/machinery rental and the value of the use or donation of equipment/machinery should be listed in Other.

99. **Question Ref:** Q_685
Question Type: Budget

Travel

HELP SECTION

State the purpose and the estimated cost of travel by the applicant

100. **Question Ref:** Q_686
Question Type: Budget

Contractual Services

HELP SECTION

State the cost and describe briefly the extent and purpose of contractual services to be procured directly by the applicant. Each activity should be listed separately, unless procured together under one subcontract.

101. **Question Ref:** Q_688
Question Type: Budget

Other

HELP SECTION

State the cost and describe briefly budget items that do not fit in the categories above
For actual costs to be incurred list the type of cost, purpose and total cost.
For Volunteer Services – provide a generalized description and the total value.
For Donated Professional Services - indicate the service being provided and the total value.
For Donated Supplies and Materials – indicate the supplies and materials being provided and the total value
For Equipment Usage or Donated Equipment - indicate the purpose of its use and the total value.

102. **Question Ref:** Q_719
 Question Type: Budget

Furniture and Fixtures

103. **Question Ref:** Q_721
 Question Type: Budget

Rent

HELP SECTION

State the terms and cost of rent to be incurred by the applicant.

104. **Question Ref:** Q_722
 Question Type: Budget

Utilities

HELP SECTION

State the nature of utilities to be used and the costs to be incurred by the applicant.
