

**State Revolving Fund Loan and
American Rescue Plan Act (ARPA) Grant Application
Fiscal Year 2023**

Section I: Background Information

Application for: SRF Loan ARPA Grant

System Type: Drinking Water Wastewater

Public Water System Identification No. (drinking water applicants only): ID3020012

IPDES/NPDES Permit No. (clean water applicants only): N/A

Contact Information

System Name: City of New Meadows

Mailing Address: 401 Virginia St. City: New Meadow State: ID Zip Code (+4): 83654

County: Adams Phone: 208-347-2171 E-mail: cityclerk@newmeadowsidaho.us

Tax ID Number: 82-6000233 Fiscal Year End: September 30

Presiding Official Check if this is the primary contact

Name and Title: Julie Good, Mayor

Mailing Address: PO Box 324 City: New Meadows State: ID Zip Code: 83654

Phone: 208-347-2171 E-mail: Mayor@newmeadowsidaho.us

Clerk/Treasurer Check if this is the primary contact

Name and Title: Kyla Gardner, City Clerk E-mail: cityclerk@newmeadowsidaho.us

Consulting Engineer

Name and Title: Ed Stowe, P.E., Project Manager Company Name: Mountain Waterworks Inc.

Mailing Address: PO Box 9906 City: Boise State: ID Zip Code: 83707

Phone: 208-780-3990 E-mail: office@mountainwtr.com

Financial Consultant

Name and Title: _____ Company Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Legal Advisor

Name and Title: _____ Company Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Bond Attorney

Name and Title: Stephanie Bonney Company Name: MSBT Law

Mailing Address: 7699 W. Riverside Drive City: Boise State: ID Zip Code: 83714

Phone: 208-331-1800 E-mail: sjb@msbtlaw.com

Section II: Project Overview and Financial Information

1. **Physical project location:** New Meadows, Idaho

2. **Project Description:**

The remaining projects include construction of the well facility for Well No. 5, replacement of the City's aging reservoir and booster station, and updates to the City's SCADA system.

a. Year construction will be initiated: 2022

b. Year construction will be completed: 2023

3. **Financing the new facilities**

a. Total cost: 5265000

b. Funds already available for the project: 3388500

c. List other expected funding. Specify agency and status of funds:

The City has funding from IDEQ, USDA, and Commerce that has been used. There is a budget shortfall which the remaining financing, \$1.877M in APRA dollars, will be used to complete the project.

d. Amount of DEQ financing sought: 1877700

(Amount sought from DEQ = Total cost – funds available for the project – other expected funding)

4. **Do you intend to phase the project(s)?** Yes No

a. If yes, please attach a project phasing plan that includes but is not limited to: *

- i. A detailed description of each phase of the project and how it fits into the overall project.
- ii. A description of the technical and operational benefits associated with phasing the project.
- iii. The anticipated timing of design and construction for each phase of the project.
- iv. A description of the anticipated costs and funding sources for each phase of the project.
- v. A description of how each phase of the project will be able to meet the project objectives and operate independently.

*Applicant may find it beneficial to discuss phasing plan with the DEQ regional office engineering staff prior to submitting the application. Phasing the project must be assessed for technical and operational feasibility to remain eligible.

5. **Public support for the project**

a. Bond type: Revenue Bond election date: November 2017 Passed: Y N

b. Local Improvement District (LID): N/A Date Formed: N/A

c. Date of judicial decision to proceed with "Ordinary and Necessary" determination:
N/A

6. **Please indicate whether the system applying for this loan has the policies and/or plans outlined below.**

Other water and sewer systems of comparable size may be good sources of sample policies. Please keep in mind that your written policies and procedures need only be as complex as the size and nature of your system.

Y N **Personnel Policy:** The personnel policy typically includes guidance regarding hiring, probation, dismissal, and disciplinary procedures; provides detail on employee

compensation and fringe benefits; establishes requirements for conduct and performance; describes job descriptions and expectations; and explains procedures for employee evaluation.

- Y** **N** **Operating Emergency Plan:** Every sewer system should plan for natural disasters and other emergencies. Specifically, the sewer system management team should indicate what steps are to be taken and what actions are to be accomplished, given a variety of threats to service delivery.
- Y** **N** **Safety and/or risk Management Plan:** Accidents can cause significant disruptions of water or sewer service and create unexpected financial liabilities. A safety and risk management policy attempts to confine the scope of authority of employees and managers in order to reduce the risk of such negative financial exposure. A system's insurance provider can offer assistance in establishing risk management guidelines to limit liability.
- Y** **N** **Customer Service Policy:** A water and sewer system is in the business of providing safe drinking water and treating wastewater to its customers. By clarifying how the system will relate to its customers, a customer service policy strengthens the relationship between the two parties. The customer service policy should include public information guidance, complaint resolution procedures, problem response requirements, billing and other notification rules, and other actions the system can take to assure customers that the water and/or sewer system is being run in the most professional manner possible.
- NOTE:** systems with limited staff capacity to create these policies can borrow and adapt sample policies, which may be available from the following organizations:
- Rural Community Assistance Corporation
 - Idaho Rural Water Association
 - U.S. Environmental Protection Agency
 - American Water Works Association

7. **Type of planning document prepared (i.e.: facility plan, engineering report):** Drinking Water Facility Plan
- a. Planning document date: January 11, 2018
- b. Enclose a copy of the current planning document approval letter.

~~8. **Type of environmental clearance/determination. (NOT REQUIRED FOR ARPA ONLY APPLICANTS)**~~

- a. Categorical exclusion
- b. Finding of no significant impact
- c. Environmental impact statement
- d. Date of determination: _____

~~9. **Agency rendering the environmental clearance/determination:** _____~~

Section III-A: Benefits Reporting for Drinking Water Loan Applicants

1. **Funding by Project Category:** Provide estimated dollar amount of funding for each applicable project categories that will be funded DEQ:

Amount (\$)	Project Category	Amount (\$)	Project Category
<u>0</u>	Treatment	<u>0</u>	Restructuring
<u>0</u>	Transmission & Distribution	<u>0</u>	Purchase of Systems
<u>877700</u>	Storage	<u>0</u>	Planning & Design
<u>1000000</u>	Source	<u>0</u>	Land Acquisition

- 2. **System type:** Community Non-community
- 3. **Ownership type:** Cooperative County Federal Municipal Private State
- 4. **Age of system:** 30
- 5. **Project purpose (select the statement below that best describes the project):**
 Comply with upcoming requirements Address State listed contaminant
 Return to compliance Maintain compliance Other (assistance not compliance related)
- 6. **Does this project have a disaster resilience component?** Yes No
- 7. **Does this project consolidate systems?** Yes No
 a. If yes, how many systems will be eliminated? _____
- 8. **Does this project create a new system?** Yes No
 a. If yes, how many systems will be created? _____
- 9. **Estimate the number of lead service lines to be replaced:** 0
- 10. **Current number of connections:**
 a. By the project: 291 By the system: 291
- 11. **County(ies) served:** Adams County

~~**Section III-B: Benefits Reporting for Clean Water Loan Applicants**~~

~~1. **Funding by Project Category:** Provide estimated dollar amount of funding for each applicable project category below that will be funded this loan.~~

Amount (\$)	Project Category
_____	Centralized Wastewater Treatment – Secondary Treatment
_____	Centralized Wastewater Treatment – Advanced Treatment
_____	Centralized Wastewater Treatment – Infiltration/Inflow Correction
_____	Centralized Wastewater Treatment – Sewer System Rehabilitation
_____	Centralized Wastewater Treatment – New Collectors
_____	Centralized Wastewater Treatment – New Interceptors
_____	Centralized Wastewater Treatment – CSO Correction
_____	Stormwater – Gray Infrastructure
_____	Stormwater – Green Infrastructure
_____	Energy Conservation – Energy Efficiency
_____	Energy Conservation – Renewable Energy
_____	Water Conservation – Water Efficiency
_____	Water Conservation – Water Reuse
_____	Nonpoint Source – Agricultural BMP’s: Cropland

_____	Nonpoint Source – Agricultural BMP’s: Animals
_____	Nonpoint Source – Silviculture
_____	Nonpoint Source – Ground Water (Unknown Source)
_____	Nonpoint Source – Marinas
_____	Nonpoint Source – Resource Excavation
_____	Nonpoint Source – Brownfields
_____	Nonpoint Source – Storage Tanks
_____	Nonpoint Source – Sanitary Landfills
_____	Nonpoint Source – Hydromodification/Habitat Restoration
_____	Nonpoint Source – Individual/Decentralized Sewage Treatment
_____	Nonpoint Source – Land Conservation
_____	Other – Planning and Assessments
_____	Other – Desalination
_____	Other – Estuary (320) Assistance
_____	TOTAL

0

~~2. Acres of land being conserved (if applicable):~~ _____

~~3. Population Served:~~ Report projected population numbers, i.e., the population that will be served at project completion. For “project,” enter the number of people that the project serves directly. For “system,” enter the number of people connected to the discrete, permitted facility or system that the project funded by the funds.

Example: A project simply extends sewer lines to a neighborhood that was formerly on septic. Only report the population of that neighborhood as served directly in the “project” line. Enter the entire population connected to the facility in the “system” line.

a. By the project: _____ By the system: _____

~~4. Project Improvement/Maintenance of Water Quality:~~ Select the statements below that best describe the project.

a. Contributes to water quality. Note: Select *improvement* when a project reduces pollutant loading to the affected water body. Select *maintenance* when a project simply sustains the treatment capacity of a facility. Select *N/A* when the project increases loadings to the affected water body:

Improvement Maintenance N/A

b. Allows the system to:

Achieve compliance Maintain compliance N/A

c. Affected water body is:

Meeting standards Impaired Threatened Not assessed N/A

d. Allows the system to address an:

Existing TMDL Projected TMDL Watershed management plan N/A

~~5. Discharge Information:~~ Select the type(s) of waterbody(ies) that the project affects the discharge to. At least one box must be checked. If this section is not applicable to the project, please choose no change/no discharge.

Industrial Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aesthetics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Life – Cold Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Life – Salmonoid Spawning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Life Seasoned Cold Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Life – Warm Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Life -- Modified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

~~8. Other Uses and Outcomes. Does the project:~~

- a. Contribute to regionalization/consolidation? Yes No
- b. Address nutrient loadings of nitrogen and phosphorus? Yes No
- c. Have a disaster resilience component? Yes No
- d. Contribute to public health (e.g. pathogen reduction)? Yes No

Section IV: Required Attachments

~~1. Audited financial statements for the three previous years. (NOT REQUIRED FOR ARPA ONLY APPLICANTS)~~

An independent audit provides expert testimony regarding an entity’s internal controls, integrity of financial statements, and adherence to generally accepted accounting standards. Periodic financial audits produce verifiable information that can be easily examined by the Applicant’s management team, as well as financial assistance providers and regulatory agencies. In terms of the annual business cycle, periodic financial audits contribute valuable information for analysis purposes. If your system has not been required to have audited financial statements (or to prepare financial statements in accordance with generally accepted accounting principles), then provide summarized statements of annual expenses and revenues, along with annual statements of assets (what you own) and liabilities (what you owe).

2. Operating budget and capital budget.

Effective operation of a water and sewer system requires use of an annual budget. A system’s budget should forecast planned revenues and expenditures for the coming year based on anticipated activities. The budget is then used to control activities and evaluate performance of the system. An example of a good budgeting technique would be a sewer system that keeps a cash reserve of one and one-half the monthly operational expenses. Such a system would be conscious of the need to be prepared for emergencies, payment delinquencies, and other short-term cash flow problems. The cash budget goal of one and one-half the monthly operational expenses is suggested because many small sewer systems may not be able to quickly assemble their board of directors to deal with cash-flow problems. Until the governing board can be convened, the costs of operation would be covered. The use of a multi-year capital budget is a positive indicator of financial management and supports the assessment of financial capacity conditions. A capital budget is an indication that the system is aware of the need for financing infrastructure upgrade and/or replacement.

3. ~~Explanation of ability to repay loan (User Rate Charge System and/or Ordinance) (NOT REQUIRED FOR ARPA ONLY APPLICANTS)~~

4. Engineering Agreement

5. Repayment schedule(s) for any other loans(s)

6. List of board members

7. Board governance policy and/or By-laws

The board governance policy reflects the protocols for the governing board's activities. This policy includes qualifications for election of board members, the number of members who may serve and their terms of office, rules regarding the conduct of meetings, etc. Establishing board protocols can improve the efficiency of board meetings and result in effective use of officers' time.

8. Financial controls (supported by official council and board adoption)

- Segregation of duties
- All aspects of cash handling
- Note: Example policies are available from the DEQ State Office Loan Program (208) 373-0502 or grants.loans@deq.idaho.gov

~~9. Tax Assessment Roles (Local Improvement Districts only) (NOT REQUIRED FOR ARPA ONLY APPLICANTS)~~

~~10. Nonprofit corporations (e.g., homeowners' association):~~

- Provide a copy of a current articles of incorporation and certificate of existence from the Idaho Secretary of State
- Provide a current list of all property owners and the lots they own.
- Provide current copies of easements, deeds, and quitclaim deeds for any commonly held lots affected by the loan project.

Section V: Application Authorization

I certify that, to the best of my knowledge, all information provided here is valid and correct:

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Attachment 1
Architectural and Engineering Service Procurement Certification

Project Name: New Meadows Drinking Water Improvements Project

P.L. 113-121 Section 602(b)(14) of the Water Resources Reform and Development Act (WRRDA), 2014 states that:

(14) a contract to be carried out using funds directly made available by a capitalization grant under this title for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services shall be negotiated in the same manner as a contract for architectural and engineering services is negotiated under chapter 11 of title 40, United States Code, or an equivalent State qualifications-based requirement (as determined by the Governor of the State).

To meet this requirement, the undersigned hereby certifies that all architectural and engineering services procured for the New Meadows Drinking Water Improvements Project identified as Project # _____ meets the requirements of the Act and more specifically, Idaho Code 67-2320.

Name of Loan Recipient: City of New Meadows Date: _____

Signature of Authorized Official

Name and Title of Authorized Official