

WELCOME

Online Loan Application
CWSRF/DWSRF
Project Information Form
&
SWIFT
Abridged Application
Quick Reference Guide

Welcome Note

Dear Customer(s),

Welcome to the Online Loan Application (OLA) Project Information Form (PIF) Quick Reference Guide. We are excited for your interest in utilizing the OLA, and hope you find the system to be convenient and user-friendly.

This Reference Guide will assist users in becoming familiar with the design and layout of the OLA program, and the many features the system has to offer to ensure a satisfactory user experience.

We appreciate your interest in the Financial Assistance programs offered by the Texas Water Development Board, and look forward to continuing to identify ways to make our programs more accessible.

Sincerely,
Texas Water Development Board Staff

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Housekeeping

- <https://ola.twdb.texas.gov>
- Compatible with most commonly used browsers (i.e., Internet Explorer, Google Chrome, Mozilla Firefox)

Note: Be sure to update your browser with the latest security enhancements

Features

Automatic Save

- Information entered into all data fields will automatically be saved



Features

Help Buttons

ZIP+4	<input type="text"/>	?	State	Select...	?
Phone Number	<input type="text"/>	<input checked="" type="checkbox"/> US	ZIP+4	<input type="text"/>	?
Fax Number	<input type="text"/>		Phone Number	<input type="text"/>	<input checked="" type="checkbox"/> US

- Help buttons provide more detailed instruction for specific questions



Features

Data Entry Helpers

General Information Editing PIF #102902
section 1

Name of Entity PWS ID No.

County * CCN No.

* Start typing the name of your county. the list that appears or just click the dropdown box and select

Brazoria

Brazos

Brewster

Briscoe

Brooks

Brown

Entity Contact

Prefix

First Name

Last Name

Suffix

Engineering Contact Information

Name of Firm

Prefix

First Name

Last Name

- Provides quick data entry for specific fields

Features

Attachments

General Information – Affirmative Steps Editing Application #106400

If the applicant is applying for CWSRF or DWSRF, the applicant must complete form WRD 213 – section A15
Certification Regarding Lobbying

+ Choose	* View	Delete	
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At a minimum, you must complete and attach the **Applicant Affirmative Steps Certification and Goals**. This form is required to obtain a financial assistance commitment. TWDB-0215 section A17

+ Choose	* View	Delete	?
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[Back](#) [Next](#)

- Note: All attachments must be in PDF format
 - Free PDF converters may be found online

Features

Status Updates

Project Information Forms

Action	OLA Id	Project Name	Entity	Status	Last Modified Date	Created Date	SFY	Role
<input type="checkbox"/>	248004	Water Infrastructure	Johnson City	In Progress	11/23/15	11/23/15	2017	Applicant

* Entities submitting Project Information Forms for State Revolving Fund (SRF) programs may not begin an application until they have been invited to apply.

- Status of your record can be conveniently found on the users Dashboard
- The system notifies, by e-mail, all users assigned roles of Applicant and Contributor, as well as the entity's contact for status updates throughout the Project Information Form's "Life Cycle".

Features

Project Information Form Review

PIF Review Editing PIF #100321

section 15

Please click on each issue below to fix them before submitting the PIF:

Issue List
Missing Project Name
Missing Project Short Desc
Missing Project Need Desc
Missing Project Long Desc
Missing County
Missing Start Date for First Contract
Missing Estimated Completion Date for Last Contract
Missing Entity First Name

- The system will automatically list all known issues with the form prior to submittal
- User may quickly identify missing information by clicking the associated link(s)

Features

Auto-Calculations

Disadvantaged Community p4 (PIF #248004) Editing PIF #248004

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as requested will not be considered. Eligibility will be determined based on information provided, and subject to final review by TWDB staff.

The Estimated Eligible Principal Forgiveness % is not a final determination; disadvantaged information is subject to TWDB staff review. Actual principal forgiveness amounts will depend upon a project's Disadvantaged determination, ranking, and the availability of funding.

Annual Loan Cost Per Customer	<input type="text" value="\$0.00"/>
Unemployment Adjustment	<input type="text" value="0.00%"/>
Population Adjustment	<input type="text" value="0.00%"/>
Household Cost Factor	<input type="text" value="0.00%"/>
Household Cost Factor Difference	<input type="text" value="0.00%"/>
Estimated Principal Forgiveness	<input type="text" value="0%"/>

- Embedded formulas to perform Disadvantaged Calculations
- Census source data stored in system to eliminate errors

Features

Auto Log Out

The Online Loan Application system will automatically log you out after 30 minutes of inactivity



Registration

- Username is your email address
- Password must be:
 - 8 characters
 - include 1 numeric character, and
 - 1 special character
- Password is case sensitive
- Forgotten Password features

TWDB On-line Loan Application Login

Welcome to OLA, the Texas Water Development Board's Online Application. OLA allows entities to submit and manage Project Information Forms and applications for financial assistance from any of the TWDB's funding programs. It is designed to streamline and simplify the application process.

Follow the link for more information regarding the [TWDB's funding programs](#).

The TWDB will continue to accept paper applications. Follow the link if you would prefer to use the [paper application](#).

Username/email

Password

[Sign In](#) [Forgot/Change Password](#) [Register](#)

Please use the latest version of your browser for best performance. If you experience problems with this application, check your browser settings and adjust if necessary. If you are using IE, be sure Compatibility View mode is turned off.

Register

Username (email) *

Password *

Re-enter Password *

Phone *

First & Last Name

Company/Org Name

PIF Intro

Texas Water Development Board
Logged in as Matthew.Schmidt@twdb.texas.gov | [Logout](#)

* Return to previous screen

PIF

- **Intro**
- PIF Roles
- PIF Type
- General Info
- Service Area
- Project Description
- PWS Rating
- PWS Rating p2
- Mgmt Rating
- Mgmt Rating p2
- Mgmt Rating p3
- Mgmt Rating p4
- Green Projects
- Refinancing
- Green Projects
- Refinancing
- Ready to Proceed
- Ready to Proceed p2
- Ready to Proceed p3
- Ready to Proceed p4
- Estimated Costs
- Disadvantaged

Welcome to the Texas Water Development Board's (TWDB) online State Revolving Fund (SRF) Editing PIF #248004
Project Information Form (PIF) and State Water Implementation Fund for Texas (SWIFT) Abridged Application.

SRF PIF
At the time of submission, SRF PIFs will be reviewed for eligibility, rated, ranked, and added to the current or upcoming Project Priority List, depending on the State Fiscal Year (SFY) selected below. Special subsidies in the form of principal forgiveness may be available for entities that qualify as disadvantaged communities and for projects with green components. The Drinking Water State Revolving Fund also includes principal forgiveness for Very Small Systems and Urgent Need projects. The principal forgiveness is generally allocated to projects on the initial Project Priority List.

Deadlines associated with program subsidies will be posted to our website, however entities may submit their PIF at any time throughout the year to be considered for funding.

SWIFT Abridged Application
SWIFT Abridged Applications will be accepted during invitation periods posted on the TWDB agency website. Abridged Applications provide the information required for TWDB staff to conduct prioritization as described in 31 TAC §363.1303, utilizing the criteria found in §363.1304.

The TWDB will continue to accept paper PIFs and Abridged Applications. If you prefer to submit in paper form, please click [here](#), and navigate to the appropriate program for information.

Clean Water State Revolving Fund - CWIUPSubmissions@twdb.texas.gov
Drinking Water State Revolving Fund - DWIUPSubmissions@twdb.texas.gov
State Water Implementation Fund for Texas - SWIFT@twdb.texas.gov

Please select the SFY for this PIF:

[Back](#) [Next](#)

- Select Appropriate State Fiscal Year

Assign Roles

PIF - Assign Roles (PIF #100334)

Editing PIF #100334

The current roles below are defined for this PIF. To add a new user, enter their email address, select their role, and select whether or not they have permission to submit the PIF.

Note: Applicants are able to assign other people to the PIF; Contributors can't.

User	Role	Can Submit	Action
<input type="text" value="matthew.schmidt@twdb.texas.gov"/>	APPLICANT	<input checked="" type="checkbox"/>	<input type="button" value="x Delete"/>
<input type="text" value="joe.smith@engineer.com"/>	Select...	<input type="checkbox"/>	<input type="button" value="x Delete"/>

Select...

APPLICANT

CONTRIBUTOR

VIEWER

- Only Applicant can assign user roles
- Applicant may add and delete users on specific records

Functionality of User Roles

Function	Applicant	Contributor	Viewer
Create PIF	X	X	
Edit an Assigned PIF	X	X	
View PIF	X	X	X
Submit	X		
Un-Submit	X		
View PIF Status	X	X	X
Audit	X	X	
Assign one or more users to a PIF	X		
Grant Submit Privileges	X		
Save as PDF	X	X	
Roll-Forward	X		

PIF TYPE

PIF

- Intro
- PIF Roles
- **PIF Type**

Program Type

Are you filling out this PIF for a clean water or a drinking water project?

- Clean Water
- Drinking Water
- State Water Implementation Fund for Texas (SWIFT)

[Back](#) [Next](#)

- Select the Appropriate Funding Program

Clean Water (CWSRF)
&
Drinking Water (DWSRF)
State Revolving Fund
Project Information Form

SRF Program Type

Clean Water SRF

Drinking Water SRF

Program Type

Are you filling out this PIF for a clean water or a drinking water project?

Clean Water
 Drinking Water
 State Water Implementation Fund for Texas (SWIFT)

Project Category for Clean Water Projects [?]

Select a category:

Publicly Owned Treatment Works
 Nonpoint Source Pollution Control
 Estuary Management

What type of entity is your water and/or wastewater system?

Political Subdivision of the State
 Nonprofit Organization (including Water Supply or Sewer Service Corporations)
 Private
 Other

[Back](#) [Next](#)

OR

Program Type

Are you filling out this PIF for a clean water or a drinking water project?

Clean Water
 Drinking Water
 State Water Implementation Fund for Texas (SWIFT)

Project Category for Drinking Water Projects [?]

Select a category:

Public Water System (PWS)
 Source Water Protection (SWP)

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General Information

General Information Editing PIF #229253
section 1

Name of Entity ? PWS ID No.

New Entity Name CCN No.

County * ?

Entity Contact Information

Prefix

First Name

Last Name

Suffix

Title

Department

Street Address

Street Address 2

City

State

ZIP+4 ?

Phone Number US

Fax Number

Email Address

Make Changes

Engineering Contact Information

Name of Firm

Prefix

First Name

Last Name

Suffix

Title

Department

Street Address

Street Address 2

City

State

ZIP+4 ?

Phone Number US

Fax Number

Email Address

Make Changes

- Ensure correct PWS I.D.
- OLA generates Contact Info from TWDB database based on Entity
- To update contact information, select the Make Changes radio button

Service Area Information

Service Area Information Editing PIF #229253
section 2

Submit a map of the entity's current and, if applicable, proposed service area(s).

Only PDFs are allowed

To determine population served:

- For an incorporated entity (i.e., a city or town), indicate the number of people who reside within the service area of, or receive wholesale or retail water service from, the entity based on the most recent data available from the [American Community Survey 5-year Estimates](#).
- For an unincorporated entity (i.e., a county, district, river authority, system, or corporation), indicate the number of people who reside within the service area of, or receive wholesale or retail water service from, the entity based on the most recent data available from the U.S. Census Bureau. Provide a table that 1) identifies the number of household connections within each block group that covers the entity's service area and 2) prorates the population accordingly. See example table in Census Data Search (WRD-284). The map of the service area must be overlaid by a map of the census boundary(ies) identified in the table.

Population Served Total Household Connections

- Population should be confirmed by most recent ACS 5-year Estimates

Project Description

Project Description Editing PIF #102902
section 4

A project may consist of one or more projects that are intended to address specific system conditions. Briefly describe the proposed project and how it will address the items in Section 5 to which the entity responds "Yes." If the proposed project is the result of a disaster, describe any public health or water quality problems consequent to the disaster that will be addressed by the proposed project.

Name of Project

Project Description (short)

Project Description (long)

What is the need for the proposed project? Include information regarding any compliance violations or physical deficiencies.

- Name of Project should be unique:
 - Please include in Name of Project “Emergency –” or “Urgent Need –”, if applicable.
- Short Description – Should briefly describe project need and solution
- Long Description – Should detail proposed project
- Proposed Project Need (in blue) - Include references to notices from EPA and/or TCEQ

Cost Category (DWSRF-only)

Cost Category

A. Treatment
Includes any of the following: disinfection, filtration, treatment waste handling, and any other treatment (i.e., GAC, aeration, iron/manganese removal, chemical storage tanks, and sedimentation).

B. Transmission and Distribution
Includes raw and finished water transmission, distribution lines, valves, back flow prevention, water meters, and/or pumping stations.

- The Drinking Water State Revolving Fund Project Information Form requires applicants to indicate the cost categories associated with the proposed project.
- **Selection of Cost Categories will impact the availability of choices on the Estimated Costs table.**

Rating Criteria

Rating Criteria for POTW Projects Editing PIF #102902
section 5

	Yes	No	N/A	Supporting Document
A. Enforcement Action				
Is the work required by a schedule that is imposed by court order, EPA administrative order, TCEQ Notice of Enforcement or Agreed Order, or participation in the TCEQ's SSO Initiative?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Choose"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <small>Only PDFs are allowed</small>
If "Yes," attach a copy of the order or SSO plan				
B. Unserved Area				
1. Does the project involve extending service (centralized or alternative system) to populated areas of an existing developed community that are not served by a centralized collection system?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
2. Has a public health official found that a nuisance dangerous to public health an safety exists resulting from water supply and sanitation problems in the area to be served by the project?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Choose"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <small>Only PDFs are allowed</small>
<small>Only the most recent letters (last ten (10) years) will be accepted. To determine your local designated public health official, visit https://www6.tceq.texas.gov/oars/index.cfm?fuseaction=search.county.</small>				
If "Yes," attach a letter from a Designated Agent licensed by the TCEQ or a registered sanitarian from the Texas Department of State Health Services that documents the nuisance.				

Rating Criteria for PWS Projects Editing PIF #102902
section 5a

Total Storage Capacity (in gallons) **Total Production Capacity (MGD)**

Attach any documentation that supports the responses to the following questions (Refer to TCEQ notice of violation letter, if applicable.)

	Yes	No	Supporting Document
A. Has the entity's system experienced documented instances of water contaminants exceeding the primary or secondary maximum contaminant level (MCL)?			
	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Choose"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <small>Only PDFs are allowed</small>
B. Has the entity's system experienced documented outages in the water distribution system?			
	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Choose"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <small>Only PDFs are allowed</small>
C. Is the system's documented water production capability less than 85% of the minimum required by TCEQ?			
	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Choose"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <small>Only PDFs are allowed</small>
D. Is the system's documented treated water storage capacity less than 85% of the minimum required by TCEQ (including total storage, elevated storage, and/or pressure tank)?			
	<input type="radio"/>	<input type="radio"/>	<input type="button" value="Choose"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <small>Only PDFs are allowed</small>

- The rating criteria automatically guides the user based on Project Information Form type.
- Additional questions may be generated based upon the user's answers.

Consolidation (DWSRF)

Rating Criteria for PWS Projects

Editing PIF #229253
section 5

H. Will the proposed project benefit any other public water systems (i.e., one the entity is currently serving or proposes to serve)?

Yes No

Please fill out the information for each Public Water System below. You will then be taken to a Consolidation Project screen for each water system that will benefit from this project.

Name of Public Water System that Will Benefit from This Project	PWS ID No.	Currently Served	Proposed to Serve*	Written documentation of the agreement with the PWS that the entity proposes to serve.	Action
Blanco	TX0160002	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Upload"/> <input type="button" value="View"/> <input type="button" value="Delete"/>	<input type="button" value="x Delete"/>

Only PDFs are allowed

[Add More](#)

* If Yes, attach written documentation of the agreement with the PWS that the entity proposes to serve.

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Consolidation Project PWS - Blanco (TX0160002)

Editing PIF #229253
section 5

Population Served	Number of Connections	What % of the system's water does entity provide?
3,500	950	20.00

Consolidation Checklist		Yes	No
1. Does the entity currently own this public water system? Identified Problem <input type="text"/> Proposed Solution <input type="text"/>		<input checked="" type="radio"/>	<input type="radio"/>
2. Does the entity propose to take over ownership of this public water system?		<input type="radio"/>	<input checked="" type="radio"/>
3. Is the entity providing or will it provide water service to this system through an interconnection with the entity's system?		<input type="radio"/>	<input checked="" type="radio"/>
4. Has the system experienced documented instances of water distribution outages?		<input type="radio"/>	<input checked="" type="radio"/>
5. Has the system experienced distribution system disinfection residuals of less than 0.2 mg/l free chlorine or 0.5 mg/l chloramines as applicable?		<input type="radio"/>	<input checked="" type="radio"/>
6. Is the system's documented water production capability less than 85% of the minimum required by TCEQ?		<input type="radio"/>	<input checked="" type="radio"/>
7. Is the system's documented treated water storage capacity less than 85% of the minimum required by TCEQ (including total storage elevated storage and/or pressure tank)?		<input type="radio"/>	<input checked="" type="radio"/>
8. Has the system experienced documented instances of water distribution pressures below 20 PSI?		<input type="radio"/>	<input checked="" type="radio"/>
9. Has the system experienced documented instances of water distribution pressures between 20 and 35 PSI?		<input type="radio"/>	<input checked="" type="radio"/>
10. Has the entity's system experienced documented instances of water contaminants exceeding the primary and secondary Maximum Contaminant Level (MCL)?		<input type="radio"/>	<input checked="" type="radio"/>
11. Is the system experiencing documented water distribution losses of greater than 25%?		<input type="radio"/>	<input checked="" type="radio"/>

[Reset](#) [Back](#) [Next](#)

- Ensure correct PWS I.D. is utilized

Green Project Information

Green Project Information

Editing PIF #229253 section 7

For assistance, please refer to the SRF Green Project Reserve Guidance ([TWDB-1061](#)).

A. Does the proposed project contain, either partially or completely, green elements as defined by the Green Project Information Worksheets?

Yes No

B. Enter the estimated cost of the green portion of the proposed project.

C. Describe and justify in the space below the green elements of the proposed project and, if available, attach a green business case below.

- Indicate estimated green costs
- Provide justification for green costs

Refinancing

Refinancing Editing PIF #229253
section 8

DWSRF funds may be used to refinance completed projects only.

Will DWSRF funds be used to refinance existing debt related to this project and received from a source other than the TWDB?

Yes No

Reminder: Submit information that documents that the project meets the refinancing eligibility criteria identified in the Project Submission Guidelines.

+ Upload	★ View	Delete	
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Only PDFs are allowed

[Reset](#) [Back](#) [Next](#)

- Ensure appropriate documentation is attached and meets refinancing eligibility.

Readiness to Proceed Sections

Readiness to Proceed to Construction Editing PIF #102902
section 12

E. Construction Phase
Estimated start date for first contract and estimated completion date for last contract.

Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>

F. Project Bidding and Contracts
Will the proposed project be ready to advertise for construction bids immediately following a funding commitment for construction costs?
 Yes No

If you are seeking reimbursement for eligible planning and/or design costs, was the work performed in compliance with applicable state law and federal crosscutters, including procurement following Disadvantaged Business Enterprise (DBE) requirements? For more information on DBE, please visit <http://www.twdb.state.tx.us/financial/programs/DBE/index.asp>.
 Yes No

How many months will it take to close the loan after receiving a funding commitment? Projects deemed ready to proceed to construction must be able to expend funds quickly after receiving a funding commitment.

- The Readiness to Proceed sections are required to be updated annually for consideration during the next funding cycle.
- Attach all required supporting documents

Estimated Costs

Estimated Costs					Editing PIF #102902
					section 13
Cost Category	(a) Planning	(b) Acquisition	(c) Design	(d) Construction	(e) Total (a)+ (b)+ (c)+ (d)
Check the phase(s) for which CWSRF funding is desired during the fiscal year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
POTW Project: Treatment Project	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
POTW Project: Collection Project	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
NPS Project	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Estuary Management Project	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
General, Legal, Financial	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Contingency	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Other (Describe Cost) <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Subtotal (Add all rows above)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Financing from Local Funds	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Financing from Other Funds	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Subtotal, SRF-Funded Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Note: A loan origination fee of 1.85% will be applied to any committed loan amount.

- Select the appropriate phases requested for funding
- Include all project costs by category
- **For Drinking Water projects, Cost Categories selected on the Project Description page will determine available fields for cost entries.**

Estimated Costs Authorized Signature

★ Download Statement To Sign

Since the grand total is less than or equal to \$100,000, include a statement establishing the basis for the project cost with the signature of system operator.

+ Choose ★ View Delete

Only PDFs are allowed

- Signature of Entity's Authorized Individual is required to be attached with Estimated Costs.
- For projects with costs over \$100,000, a professional engineers signature and seal is required to be attached.

Disadvantaged Community

Disadvantaged Community (PIF #248004)

Editing PIF #248004

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as requested will not be considered. Eligibility will be determined based on information provided, and subject to final review by TWDB staff.

Eligibility Criteria

- An entity's entire or portion of service area AMHI (annual median household income) must be less than or equal to 75% of the state's AMHI according to the most recently available ACS 5 Year Survey.
- An entities household cost factor must be greater than or equal to 1.0% if the service area is charged for water or sewer services. If an entity charges for both water an sewer service, the HCF must be equal to or greater than 2%.

1. Will the community pursue disadvantaged eligibility?

Yes No

2. Is the Entity pursuing disadvantaged status for either the entire service area or a portion of the service area?

Entire Portion

For entire service area projects, a map depicting the service area boundaries with major features (highways, census boundaries, city limit boundaries, etc.) must be included for eligibility. For portion of a service area eligibility, a map depicting the location of proposed new household connections (to existing homes) within the portion of an entity's service area must be included for eligibility.

Proposed Household Connections Map

<input type="button" value="+ Upload"/>	<input type="button" value="* View"/>	<input type="button" value="Delete"/>
---	---------------------------------------	---------------------------------------

Only PDFs are allowed

3. Identify the sources for the socioeconomic data to be used for disadvantaged status:

Census Survey

U.S. Census Bureau Data	County, City, Town, or Census Designated Place Incongruous Census and Service Area Boundaries Most recent ACS 5-year Estimates
TWDB-Approved Survey	If census data is inadequate or absent for the service area, an entity may conduct a survey with TWDB approval. Please follow the Socio-economic Survey Guidelines (WRD-285) for full guidance.

4. Standard Census Boundary or Incongruous Census?

Standard Incongruous

- Select appropriate Disadvantaged Community review (Survey/Census; Entire/Portion)
- Upload Service Area Map

Disadvantaged Community Survey

Disadvantaged Community p2A (PIF #248004) Editing PIF #248004

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as requested will not be considered. Eligibility will be determined based on information provided, and subject to final review by TWDB staff.

If census data is inadequate or absent for the service area, an entity may conduct a survey with TWDB approval. Please follow the [Socio-Economic Survey Guidelines \(WRD-285\)](#) for guidance

5. Enter date of the approved survey.

Attach TWDB final survey approval letter Only PDFs are allowed
An entity's AMHI must be less than or equal to 75% of the State's AMHI to qualify for disadvantaged status

6. Enter the AMHI

7. Enter the Average Household Size

8. Enter unemployment Rate

9. Enter Current Population

10. Enter 2010 Population

11. Total Household Connections

For additional information on determining the entities AMHI and Average Household Size, please follow instructions for the Census Data Search (WRD-284) found [here](#).

- Attach survey documentation
- Record Survey Data in appropriate fields

Disadvantaged Community Census

Disadvantaged Community p2B (PIF #248004) Editing PIF #248004

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as requested will not be considered. Eligibility will be determined based on information provided, and subject to final review by TWDB staff.

Please select the geographic boundaries that closest represent the entity's service area:

Add... ?

Boundary	AMHI	Average Household Size	Current Population	2010 Population	Unemployment Rate	Total Household Connections ?
No records found.						
Delete Selected						
5. Adjusted AMHI	<input type="text" value="\$0.00"/>					
6. Adjusted average household size	<input type="text" value="0.00"/>					
7. Adjusted current population	<input type="text" value="0"/>					
8. Adjusted 2010 population	<input type="text" value="0"/>					
9. Adjusted unemployment rate	<input type="text" value="0.00%"/>					

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If you would like more information on calculations for disadvantaged, please read the [Census Data Search \(WRD-284\)](#) for guidance.

- Select geographic boundaries of service area
- If multiple boundaries, manually enter Household connections per boundary

Disadvantaged Community Water/Sewer Rates

Disadvantaged Community p3 (PIF #248004) Editing PIF #248004

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as requested will not be considered. Eligibility will be determined based on information provided, and subject to final review by TWDB staff.

Water Rate N/A

12. Average Monthly Gallons per user

13. Average Household Size

14. Average monthly water flow per household

15. Monthly Water Rate Schedule [?]

<input type="checkbox"/>	From (Gallons)	To (Gallons)	Rate	Type	Per (Gallons)
<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	Select One... <input type="button" value="v"/>	<input type="text"/>

16. Total of all other monthly water charges [?]

17. Average annual water bill

- Review and record water/sewer rates

Disadvantaged Community Summary Page

Disadvantaged Community p4 (PIF #248004)

Editing PIF #248004

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as requested will not be considered. Eligibility will be determined based on information provided, and subject to final review by TWDB staff.

The Estimated Eligible Principal Forgiveness % is not a final determination; disadvantaged information is subject to TWDB staff review. Actual principal forgiveness amounts will depend upon a project's Disadvantaged determination, ranking, and the availability of funding.

Annual Loan Cost Per Customer	<input type="text" value="\$0.00"/>
Unemployment Adjustment	<input type="text" value="0.00%"/>
Population Adjustment	<input type="text" value="0.00%"/>
Household Cost Factor	<input type="text" value="0.00%"/>
Household Cost Factor Difference	<input type="text" value="0.00%"/>
Estimated Principal Forgiveness	<input type="text" value="0%"/>

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- Provides customer with summary of estimated Disadvantaged calculation results

Additional Attachments

Successfully Uploaded Additional Documents

Additional Documents

Please upload and include any additional attachments that you would like to be considered with your Project Information Form.

[+ Upload New File](#)

File	Actions
No records found.	

Only PDFs are allowed

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- Entity may add additional information relevant to the project for consideration

Review

PIF Review Editing PIF #229253
section 12

Please click on each issue below to fix them before submitting the PIF:

Issue List
Missing Engineering Firm Name
Missing Engineering Title
Missing Service Area Map
Missing Estimated Costs
Missing Service Area Type
Missing Census or Survey
Missing AMHI
Missing Average Household Size
No Water Rate Info Entered
No Wastewater Rate Info Entered
Missing Total Household Connections to Pay Debt

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- The system automatically reviews the Project Information Form before submittal.

Project Information Form Submittal

PIF Submittal Editing PIF #102902

Please agree the following text, then enter your name and upload your signature.

I, John Smith, Owner, as the designated authorized representative of the Sample Water System, hereby approve and authorize the submission of this project information form to the Texas Water Development Board. I certify that all information contained herein is true and correct to the best of my knowledge. I understand the failure to submit a complete project information form by the stated deadlines may result in the withdrawal of the form without review.

Do you agree with the above text?

Yes No

<p>Printed Name and Title of Entity's Authorized Representative</p> <input type="text"/>	<p>Telephone Number</p> <input type="text"/>	<p>Date (mm/dd/yyyy)</p> <input type="text"/>
--	--	---

- The form must be electronically signed by the Entity's Authorized Representative.
- Only an Applicant or user that has been assigned submittal capabilities may submit the form for review.

State Water Implementation Fund of Texas (SWIFT) Abridged Application

Abridged Application Type

Program Type

Editing PIF #248004

- Clean Water
- Drinking Water
- State Water Implementation Fund for Texas (SWIFT)

section 3

By submitting this abridged application, you understand and confirm that the information provided is true and correct to the best of your knowledge and further understand that the failure to submit a complete abridged application by the stated deadlines, or to respond in a timely manner to additional requests for information, may result in the withdrawal of the abridged application without review.

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- Select SWIFT under “Program Type”

General Information

General Information Editing PIF #229254
section 1

Name of Entity ?

New Entity Name

County * ?

Entity Contact Information

Prefix

First Name

Last Name

Suffix

Title

Department

Street Address

Street Address 2

City

State

ZIP+4 ?

Phone Number US

Fax Number

Email Address

Make Changes

Engineering Contact Information

Name of Firm

Prefix

First Name

Last Name

Suffix

Title

Department

Street Address

Street Address 2

City

State

ZIP+4 ?

Phone Number US

Fax Number

Email Address

Make Changes

- Entity name appears after first few letters
- If entity is not in the database, use “New Entity Name”
- Return to this screen to update contact information as necessary

Service Area

Service Area Information Editing PIF #231453

section 2

Population served when fully operational

- Report population served when fully operational
- If different from projections used for Regional Water Plan, provide an explanation in the “Additional Attachments” section.

Project Description

Project Description Editing PIF #231453
section 4

Name of Project
(As it appears in the most recent state water plan)

Where can Project be found in the most recent Regional Water Plan? Project listed on page:
Capital costs on page:

Please attach a list of the public water systems served by the proposed project.

Only PDFs are allowed

Project Description (long)

Region

Phase(s) Applied For

- Planning
- Acquisition
- Design
- Construction

Emergency
(select all that apply)

- Applicant/entity's water supply will last less than 180 days.
- Water Supply need occurs earlier than anticipated in the State Water Plan
- Applicant has received or applied for Federal emergency funding.
- None of the above.

- Provide the name and location of project information in Regional Water Plan
- Describe the project
- Identify the Regional Water Planning area where the project will take place
- Indicate phase(s) for which assistance is requested
- Identify emergency characteristics

Project Description, Cont'd

Agricultural Efficiency Project? Yes No

Efficiency (Agricultural Project Only)

<1% 1%-1.9% 2%-5.9% 6%-9.9% 10%-13.9% 14%-17.9% ≥18%

Please provide an attachment explaining the basis for your calculation.

Only PDFs are allowed

Household Cost Factor
(Household Cost Factor for SWIFT prioritization is calculated by dividing the service area's average residential water bill by its annual median household income. For regional projects, these should represent the combined service areas of all participating entities.)

Estimated average annual residential water bill:

Annual Median Household Income:

Project expected to produce water Project expected to conserve water

Provide the Annual Volume of Water: acre/feet per year produced/conserved

- Ag Efficiency – provide amount and explanation if “Yes”
- Household Cost Factor information (for entire service area)
- Will the project produce or conserve water? (Provide amount in acre-feet per year)

Readiness to Proceed

Readiness to Proceed to Construction *Editing PIF #229254*

SWIFT Readiness to Proceed
(select all that apply)

- Preliminary planning or design work (30% of total project) has been completed or is not required.
- Applicant is prepared to begin implementation or construction within 18 months of application deadline.
- Applicant has acquired all water rights associated with the proposed project, or none will be required.

- Document the project's readiness to proceed (select all that apply)

Estimated Costs

Estimated Costs Editing PIF #248004

Estimated Project Costs	TWDB Requested Amount (Select all that apply)	
	Low-Interest Loan	<input type="text"/>
	Deferred Loan	<input type="text"/>
	Board Participation	<input type="text"/>
	Local Contribution	<input type="text"/>
	Other: <input type="text"/>	<input type="text"/>
	Total Estimated Project Costs	\$0.00

Anticipated Commitment(s)
 One Time Commitment Multi-year Commitment

(Attach proposed schedule for multi-year commitments)

<input type="button" value="+ Upload"/>	<input type="button" value="★ View"/>	<input type="button" value="Delete"/>	<input type="button" value=""/>
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Only PDFs are allowed

- Provide amount requested for each type of assistance, plus local & other funding sources.
- Provide anticipated commitment schedule if requesting multi-year funding.

Additional Attachments

Successfully Uploaded Additional Documents

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[+ Upload New File](#)

File	Actions
No records found.	

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- Provide additional information relevant to the project

Review

PIF Review Editing PIF #229253
section 12

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Contact Information

Telephone (512) 463-0991

Email:

Financial_Assistance@twdb.texas.gov