



# Project Questionnaire

## Drinking Water State Revolving Fund



SCDES Use Only  
SRF -

### GENERAL INFORMATION

1. Project Sponsor \_\_\_\_\_
2. Sponsor Address \_\_\_\_\_
3. Sponsor Contact \_\_\_\_\_ Title \_\_\_\_\_  
Contact Phone \_\_\_\_\_ Email \_\_\_\_\_
4. Consultant (*if known*) Firm \_\_\_\_\_ Engineer \_\_\_\_\_  
Engineer Phone \_\_\_\_\_ Email \_\_\_\_\_
5. PQ submitted by  Sponsor  Consultant  
*If a consultant submits this form, include a letter indicating the sponsor's consent for the project.*
6. Date Submitted \_\_\_\_\_

### PROJECT INFORMATION *(Please refer to instructions.)*

7. Project Title \_\_\_\_\_
8. County where project takes place \_\_\_\_\_
9. Describe and define the project location. Please supply any **coordinates or street addresses**.  
 Project map(s) are attached showing both a regional view and a project level view.
10. Project Description - Describe the scope of the project.
11. Describe in specific detail how the project will protect / improve public health or achieve / maintain compliance with drinking water standards. *(Attach evidence of deficiencies.)*

12. SCDES Water System ID number \_\_\_\_\_
13. The system has an approved Source Water Protection Plan.  Yes  No
14. This project addresses a water quality enforcement issue.  Yes  No
- 15.A. Funding sources and project cost estimate:

Estimated SRF Loan Funds	\$
Estimated Non-SRF Funds	\$
Requested SRF Principal Forgiveness Funds*	\$
<b>Total Project Cost Estimate</b>	<b>\$</b>

B. What are the estimated planning and design engineering costs for the project? \$ \_\_\_\_\_  
*As part of the total project cost listed in 15.A., include the cost of any planning, design, and engineering services performed by outside/private consultants incurred prior to construction (e.g., preparing the PER and plans and specifications, permit fees, advertising, prebid conference, bidding procedures, pre-construction conference, loan application, administration).*

C. Sources of non-SRF funding (federal/state/local funding, direct federal allotment, cash reserves, etc.):

Source	Amount
	\$
	\$

D. Has/will a direct federal allotment (i.e., congressional earmark) be pursued for this project?  Yes  No

16. This project should be considered for the Green Project Reserve (GPR).  Yes  No  
 If "Yes" → Estimated Green Cost \$ \_\_\_\_\_ % of Total Project Cost \_\_\_\_\_ %
17. Estimated construction start date \_\_\_\_\_
18. Has an engineering agreement been signed?  Yes  No If so, when? \_\_\_\_\_
19. Will this project use an alternative method of construction delivery such as Construction Manager at Risk (CMAR) or Design-Build?  Yes  No  
*The use of an alternative method of construction delivery must be approved by SCDES in writing prior to a project being listed on an Intended Use Plan. Otherwise, the traditional Design-Bid-Build method will be required.*
20. A Preliminary Engineering Report or Comprehensive Planning Document has been developed for this project.  
 Yes  No
21. All real property and/or easements required for the project have been acquired.  Yes  No
22. The project has been evaluated for possible impediments to project start (such as acquiring easements, actions necessary for consolidation, etc.).  Yes  No  
 If "Yes", is there likely to be an impact on the project schedule?  Yes  No
23. Service Population \_\_\_\_\_ Population Affected by Project \_\_\_\_\_

**\*Principal Forgiveness (PF)** is allocated according to priorities set annually by the SRF program, and the funds assigned to a project may be contingent on affordability of the project. **There is no guarantee of assignment of PF funds to a project that requests such funds.**

Email to SCDES, State Revolving Fund Division, [SRF-Info@des.sc.gov](mailto:SRF-Info@des.sc.gov)

## **Drinking Water State Revolving Fund Project Questionnaire (D-3463)**

**PURPOSE:** This form is used to gather information about projects eligible for funding from the Drinking Water State Revolving Loan Fund (DWSRF).

**GENERAL:** It is suggested to review SCDES's latest version of the Drinking Water Intended Use Plan and the DWSRF Priority Ranking System before completing the project questionnaire. These documents are found on the SRF Documents and Forms webpage, [des.sc.gov/SRFforms](http://des.sc.gov/SRFforms). *The project explanation you give will be used to determine the project's score and priority ranking.*

Once ranked, a project is incorporated into the Comprehensive Priority List of DWSRF projects. Inclusion of a project on the CPL does not guarantee the sponsor entity will qualify for an SRF loan, but a project must be included on the CPL in order to be invited to apply for an SRF loan.

### **INSTRUCTIONS:**

Describe the project as completely as possible. Attach additional pages as needed.

1. **Project Sponsor:** A project sponsor is a county, municipality, special purpose district, or any other public agency of the state, or nonprofit corporations established under Title 33, Chapter 36 of the Code of Laws of South Carolina, which may own or operate a project, or any combination of two or more of these entities acting jointly to construct, own, or operate a project.
2. **Address:** Mailing address of the project sponsor.
3. **Contact:** The name, title, phone number, and email address of a person employed by the sponsor (not a consultant) that may be contacted concerning the proposed project.
4. **Consultant:** If known, provide the name of the firm and the engineer's name, phone number, and email.
5. **Form Submitted by:** Check the proper box.
6. **Date Submitted:** Enter date form is sent to SCDES's BOW.
7. **Project Title:** The working title for this project.
8. **County:** Indicate the county (or counties) in which the proposed project will take place.
9. **Project Location:** Provide a physical position for the project if possible, using either a street address or geographic coordinates in decimal degrees. You may also give a narrative description of the project location. In addition, attach a map or maps indicating the project area and location. The project location should show all existing and/or planned facilities, conveyances or components related to the project and include any coordinates, landmarks, addresses, highways, streams, etc. that would be helpful in locating the project site.
10. **Project Description:** Indicate the primary components of the project (e.g., size and length of water lines, diameter and yield (if known) of well(s), size and type of tank, type of treatment). If the project includes regionalization and/or consolidation, list all entities/facilities involved in the project.
11. **Describe in specific detail how the project will promote public health or achieve/maintain compliance in the project area:** DWSRF funds are used to correct problems or potential problems. Explain the project scope (solution to a problem or problems) as completely as possible and how the project improves public health or compliance. Attach additional pages if necessary.
12. **Water System ID Number:** Please specify the seven-digit system identification number assigned by the SCDES's Bureau of Water to the project sponsor's water system.
13. **Source Water Protection Plan:** Self-explanatory

**14. Enforcement:** Self-explanatory

**15. Project Cost Estimate, Planning and Design Costs, and Funding Sources:** Itemize the funds that will be put toward construction/completion of the project. Enter the estimated amount of SRF loan funds, non-SRF funds or requested Principal Forgiveness funds, and the total project cost estimate.

Enter the estimated planning and design engineering cost for the project. include the cost of any planning, design, and engineering services performed by outside/private consultants incurred prior to construction (e.g., preparing the PER and plans and specifications, permit fees, advertising, prebid conference, bidding procedures, pre-construction conference, loan application, and administration).

If applicable, enter the source and indicate the dollar amount of any non-SRF funding to be used for the project. If there are more than two sources of non-SRF funding, provide the information in an attachment. Indicate if a direct federal allotment has been/will be pursued for this project.

**\*Principal Forgiveness (PF)** is allocated according to priorities set annually by the SRF program. EPA encourages that PF funds be used to solve environmental problems within a sustainable context with priority given to systems that could not otherwise afford an SRF loan without the assistance. **There is no guarantee of assignment of principal forgiveness funds to a project that requests such funds.** For more information on eligibility for PF, see the current version of the DWSRF Intended Use Plan or contact the SRF Division.

**16. Green Project Reserve (GPR):** A project may qualify for a reduced rate on a portion of project costs if it meets the requirements for the Green Project Reserve. Fill in the estimated cost of green components of the project and calculate that cost as a percentage of the total project cost. GPR guidance can be found under "SRF Guidance" from the SRF main webpage, [des.sc.gov/SRFguidance](http://des.sc.gov/SRFguidance). **Please note** that green projects must submit documentation to be approved by the SRF Division to qualify for the Green Rate.

**17. Construction Start:** Self-explanatory.

**18. Engineering Agreement:** If an engineering agreement for this project has been signed, please indicate the date it was signed.

**19. Alternative Method of Construction Delivery.** The use of an alternative method of construction delivery must be approved by SCDES in writing prior to a project being listed on an Intended Use Plan.

**20 - 22. PER Status, Easements, and Project Impediments:** SRF loan funds are expected to be under obligation and used in a timely manner. Items 20 – 22 are intended to provide information as to a project's readiness to be permitted and proceed to construction. Respond to items 20, 21, & 22 as they apply to the project.

**23. Service Population and Population Affected:** Indicate the population of the sponsor's service area and the population affected by the project.

Submit the project questionnaire along with a map or maps, and any additional explanations or documentation by email to State Revolving Fund Division at [SRF-Info@des.sc.gov](mailto:SRF-Info@des.sc.gov).

**SCDES REVIEW AND FILING.** The Bureau of Water will use the completed project questionnaire (PQ) to develop a comprehensive priority list of construction projects eligible for funding from the DWSRF. The original PQ will be on file with the Bureau of Water for three years as provided for in Retention Schedule 8283. If the project is selected to receive SRF funding assistance, a copy of the PQ will be placed in the PER file and retained as specified in Retention Schedule 15796.

*Please note that only pages 1 & 2 (along with any attachments) need to be submitted.*