



**MINNESOTA**

**PUBLIC FACILITIES AUTHORITY**



**CLEAN  
WATER  
LAND &  
LEGACY  
AMENDMENT**

# Small Community Wastewater Treatment Program Application for Technical Assistance April 2019

Minnesota Public Facilities Authority

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## GENERAL INFORMATION

This document contains application forms and information on the Technical Assistance grant funds for the Small Community Wastewater Treatment Program. All projects seeking Technical Assistance grant funds must be included on the Minnesota Pollution Control Agency's (MPCA) Project Priority List. Contact your PFA loan officer identified on the map at the back of this packet with any questions.

### Use Grant Funds

The Applicant is responsible to determine and select which business or organization(s) they want to work with on the Technical Assistance Grant. Many municipalities use a Request for Proposal (RFP) process to select their technical assistance provider. If you are interested in learning how other communities have done their RFPs, contact your PFA loan officer for information. Technical assistance funds can be used to:

- Contract with a licensed subsurface sewage treatment system business, a county, the University of Minnesota on-site sewage treatment program, a regional development commission or other qualified nonprofit organization for one or more of the following services:
  - Conduct site evaluations and prepare a report by a certified subsurface sewage treatment designer indicating the feasibility of installing new subsurface sewage treatment systems meeting the requirements of 115.55
  - Provide independent advice on the feasibility of subsurface sewage treatment system alternatives; and
  - Assist the municipality to develop the technical, managerial, and financial capacity necessary to build, operate, and maintain subsurface sewage treatment systems.

### RESOURCES

- A resource list and links are included in the back of this packet.
- Management Plan Guidelines for projects that move forward to construction.
- PFA Staff Map and Contacts

## GRANT PROCESS

### Before Grant Award

Complete and submit the following items to the PFA:

- General Information Form

- Project Budget and Schedule

- City Council or Township Resolution (example included in this packet)

- Copy of Scope of Work (draft or approved)

### Grant Award

Note: the grant agreement has an end date. All activities must be completed and disbursement form submitted prior to the end date.

- MPCA verifies the number of non-complying systems and provides information to PFA

- PFA prepares the Grant Agreement and sends to the grantee

- Grantee signs the agreement and returns to the PFA

- PFA provides a grant disbursement form to the grantee

### After Grant Award

Recipient submits a final Scope of Work if the one submitted with the application was a draft. No disbursements will be made until the scope of work is finalized.

Recipient submits a signed disbursement request form and supporting documents (copies of invoices). Disbursement requests are due by the 15th of the month for disbursement of funds by the end of that same month.

***Invoices must contain the following information:***

- Name and address of vendor

- Dates/period covered by work

- Description of project and work completed

- Value/amount of work done

Recipient provides the PFA with a copy of all written reports prepared with the Technical Assistance grant within 30 days of completion of the reports.

Recipient submits a copy of the Annual Financial Report to the PFA for each year the funds are disbursed. The Annual Financial Report may be an independent audit or the reporting form submitted to the Office of the State Auditor, whichever is required.

## APPLICATION FORMS

Note: The PFA recommends Communities interested in applying for Technical Assistance grants first review the Small Community Wastewater Treatment Construction Program application and Management Plan Guidelines for decentralized systems. These documents provides valuable program information.

Applicant Name \_\_\_\_\_

Project Name (if different)\_\_\_\_\_

County \_\_\_\_\_

Township(s) \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

Contact Person Title \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Identify who is authorized to sign agreements

Authorized signer #1 \_\_\_\_\_

Authorized signer title #1\_\_\_\_\_

Authorized signer #2 \_\_\_\_\_

Authorized signer#2 title\_\_\_\_\_

DUNS Number \_\_\_\_\_

Minnesota Vendor Number \_\_\_\_\_

Using data provided to the Pollution Control Agency on the Project Priority List (PPL) Scoring Worksheet and Unsewered Needs Determination, provide the following:

Total number of existing systems \_\_\_\_\_

Number of residential systems \_\_\_\_\_      Number of non-residential systems \_\_\_\_\_

What type of entities do the non-residential systems serve (school, resort, manufacturer)?

Total number of non-complying systems \_\_\_\_\_

Residential \_\_\_\_\_      Non-Residential \_\_\_\_\_

Describe the condition of these systems and related problems or issues that need to be addressed.

Description what the technical assistance grant funds will pay for (soil testing, feasibility, community assessment report, independent advisor, etc.).

# PROJECT BUDGET FORM

Below is the TA project budget and schedule. Please use the excel document to complete this form.

Minnesota Public Facilities Authority Small Community Wastewater Treatment Program Technical Assistance Grant - Project Budget					
					Date _____
Applicant: _____		Project: _____			
Possible Eligible Activities For Technical Assistance Funds	Start Date (mm/yr)	End Date (mm/yr)	Amount Requested From PFA	Other Funding (source):	Total
1. Site Evaluation and Feasibility Study					
A. Soil Borings					-
B. Site Evaluation					-
C. Prepare Feasibility Study / Community Assessment Report					-
<b>Subtotal</b>			\$ -	\$ -	\$ -
2. Independent Advisor Regarding SSTS Alternatives					
<b>Subtotal</b>			\$ -	\$ -	\$ -
3. Develop Technical, Managerial, Financial Capacity <sup>(1)</sup>					
A. Assist with preparation of RFPs and contracts					-
B. Assist with preparing and obtaining voluntary utility easements <sup>(2)</sup>					-
C. Assist with filing easements and property declarations <sup>(2)</sup>					-
D. Assist with preparation of sewer ordinances <sup>(2)</sup>					-
E. Assist with preparation of user charge system and rates <sup>(2)</sup>					-
F. Assist with preparation of management plan / O&M manual <sup>(2)</sup>					-
G. Assist with establishing and implementing financial systems					-
H. Other:					-
<b>Subtotal</b>			\$ -	\$ -	\$ -
<b>Technical Assistance Total</b>			\$ -	\$ -	\$ -

Notes:

- (1) These activities may continue into project construction
- (2) Required with construction application or prior to construction funding

### EXAMPLE APPLICATION RESOLUTION

RESOLUTION NO.

RESOLUTION AUTHORIZING THE \_\_\_\_\_ (name of applicant) \_\_\_\_\_ TO SUBMIT A SMALL COMMUNITY WASTEWATER TREATMENT PROGRAM TECHNICAL ASSISTANCE GRANT APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA).

WHEREAS, the Small Community Wastewater Treatment Program, established in Minnesota Statutes, Section 446A.075 provides funds for Technical Assistance Grants, and;

WHEREAS the \_\_\_\_\_ (name of applicant) \_\_\_\_\_ is hereby applying to the Minnesota Public Facilities Authority for a funds to be used for eligible costs for eligible technical assistance costs, and;

WHEREAS, the \_\_\_\_\_ (name of applicant) \_\_\_\_\_ has the legal authority to apply for the funds.

NOW, THEREFORE BE IT FURTHER RESOLVED that \_\_\_\_\_ (name of applicant) \_\_\_\_\_ is hereby authorized to submit a Small Community Technical Assistance Grant application to the Minnesota Public Facilities Authority and \_\_\_\_\_ (title of authorized signer) \_\_\_\_\_ and \_\_\_\_\_ (title of second signer) \_\_\_\_\_ are authorized to sign the Small Community Technical Assistance Grant Agreement.

I CERTIFY THAT the above resolution was adopted by the \_\_\_\_\_ (Governing Body) \_\_\_\_\_ on \_\_\_\_\_ month, day \_\_\_\_\_ 20\_\_\_\_ (year)

SIGNED:

WITNESSED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title

Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

S E A L



## RESOURCE LIST AND LINKS

### **Minnesota Pollution Control Agency (MPCA)**

Project Priority List, and Eligibility Information

Bill Dunn, Wastewater and Stormwater Financial Assistance Programs Coordinator  
520 Lafayette Road N, St. Paul, MN 55155-4194,  
651-757-2324 (work), 651-402-1639 (cell)

MPCA Web pages

Subsurface Sewage Treatment Systems

<http://www.pca.state.mn.us/index.php/water/water-types-and-programs/wastewater/subsurface-sewage-treatment-system-ssts/minnesota-s-subsurface-sewage-treatment-systems-program-ssts.html>

Licensed Business Search – This database allows you to verify if businesses and individuals are certified or licensed for subsurface sewage treatment systems work

<https://webapp.pca.state.mn.us/ssts/business-search>

### **Minnesota Public Facilities Authority**

Small Community Wastewater System Construction Application <https://mn.gov/deed/pfa/funds-programs/smallcommunitywastewatertreatmentprogram.jsp>

### **University of Minnesota Water Resource Center**

Information on onsite sewage treatment program: <http://septic.umn.edu/>

### **Minnesota Regional Development Commissions**

Listing of active Minnesota Regional Development Commissions: <http://www.mnado.org/>

### **Midwest Assistance Program (MAP)**

<http://www.map-inc.org/>

## MANAGEMENT PLAN GUIDELINES

The Management Plan should consider or address the topics identified below. For each topic listed, the Management Plan should identify the entity responsible for completing the specified activities.

**Performance Requirements.** Characterize the surface and groundwater quality and identify water resources in the project area. Which water resources receive treated effluent, and what are their uses and protection criteria? What allotments have been established for critical pollutants? What are the numeric and narrative performance requirements for the local community wastewater treatment system, based on water quality criteria and assimilative capacity of land and water resources?

**Record Keeping.** What type of system will be used to keep inventory of the facility, including age, type, design capacity, location, site evaluations and servicing dates of system components; soil type, depth to groundwater, etc.? How will data on inspections, service calls and pumpouts be tracked and managed? Can the data be used to generate service reminders? How will billing and collections data be tracked? How will corrective actions be tracked?

**Compliance Performance Reports to Regulatory Agencies.** Describe planned procedures for compliance reporting. What types of reports are required, and what is the reporting frequency?

**Homeowner Education.** How will homeowners be educated on proper system use and care? What types of educational materials will be provided? Who can homeowners contact with questions about their system?

**Customer Service.** Who will provide customer service, and what level of service will be provided? How will inquiries such as odor complaints, service termination and new service connections be addressed?

**Billing and Collections.** Describe the established procedures for billing and collections. Who will provide billing and collection services? How will non-payment be addressed? What types of enforcement actions will be used for non-payment (ie., property liens, service shut-off, civil action, etc.)?

**Residuals Management.** Has a certified/licensed pumper/hauler been identified to remove, treat and dispose of residuals? What is the schedule for residuals removal? Have available residuals handling/treatment capacities been inventoried? What is the contingency plan when available capacity is insufficient? Are there opportunities for land application of residuals?

**Inspections.** When will inspections be conducted? What system components will be inspected? In addition to periodic inspections, will inspections also be conducted at point-of-sale, change-in-use of properties, targeted areas, and/or systems reported to be in violation? Who will perform the inspections, and how will they be trained? How will inspection procedures be codified and communicated? How will inspections be documented?

**Sampling.** When is the schedule for periodic sampling? Who will conduct the sampling, and how will sampling be documented? What method will be used to identify sampling locations? What pollutants will be targeted in sampling (ie., nutrients, bacteria, oxygen demand, solids)? What performance criteria will

be used to indicate proper system operation, and what procedures will be followed if the initial sampling exceeds these criteria?

**Monitoring.** Will remote monitoring systems be used? Will on-call personnel be available for system emergencies or homeowner problems? What are the emergency response procedures? Will SCADA systems be used (for larger facilities)? Will an intensive monitoring study (i.e., daily water use readings and weekly water quality sampling over a 1-2 month timeframe) be conducted on portions of the system? If so, what is the schedule for intensive monitoring studies?

**Repair.** Will components be repaired as-needed, or will a preventative repair and replacement program be used? What level of repair and/or replacement is covered by the user fee system, and what activities must homeowners cover out-of-pocket? Who is responsible for coordinating repair /replacement to house connections and system components located on a homeowner's property? If homeowners are responsible for coordinating repair/replacement for system components located on their property, what procedures should they follow and how will they be reimbursed for expenditures?

**Use Regulations.** Will special regulations on prohibited use and practices be adopted? If so, what items (i.e. certain disinfecting chemicals, floor cleaning products, etc.) will be prohibited from the system? How will these regulations be communicated to homeowners and enforced?

**Corrective Action.** Describe the use of enforcement procedures such as levying fines, fees, assessments, or requiring service providers to correct system malfunctions. How will notices of violation, consent orders and court orders be implemented? In what situations will fines be issued, property condemned, or real estate transactions be restricted?

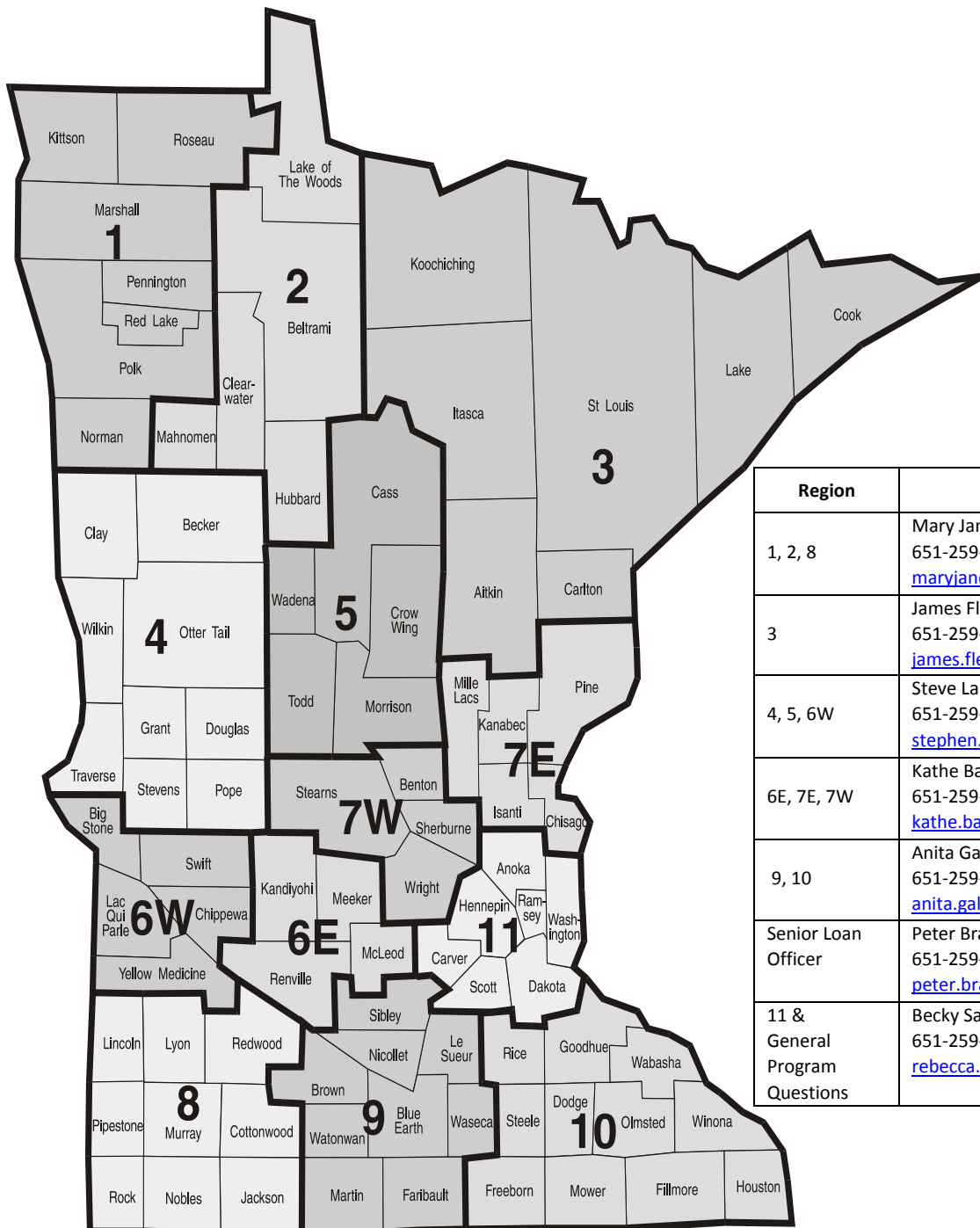
**Contracts.** Describe all planned or executed contracts that the Local Agency has entered into for the purposes of carrying out Management Plan activities. Provide summary details of the contract(s) as well as the contract period(s).

**Permits.** What types of permits will need to be obtained and maintained for the system? What are the conditions of the permits? Will a permit system be used for individual homeowners? If so, what procedures will be used to allot and update permits? How will permit records be maintained, and permit status tracked?

**Schedule.** Provide a preliminary schedule for planned maintenance, inspection and monitoring activities for the first year of system operation.

**Budget.** Provide an estimated budget to implement the Management Plan for the first year of system operation. Keep in mind that costs may fluctuate monthly due to the maintenance schedule, education efforts or intensive monitoring. Be sure to budget for unexpected emergencies and repairs. Include an estimate of staff hours in the budget estimate.

PFA STAFF MAP AND CONTACTS



Region	PFA Loan Officer
1, 2, 8	Mary Jane Schultz 651-259-7467 <a href="mailto:maryjane.schultz@state.mn.us">maryjane.schultz@state.mn.us</a>
3	James Fletcher 651-259-7497 <a href="mailto:james.fletcher@state.mn.us">james.fletcher@state.mn.us</a>
4, 5, 6W	Steve LaFontaine 651-259-7471 <a href="mailto:stephen.lafontaine@state.mn.us">stephen.lafontaine@state.mn.us</a>
6E, 7E, 7W	Kathe Barrett 651-259-7464 <a href="mailto:kathe.barrett@state.mn.us">kathe.barrett@state.mn.us</a>
9, 10	Anita Gallentine 651-259-7466 <a href="mailto:anita.gallentine@state.mn.us">anita.gallentine@state.mn.us</a>
Senior Loan Officer	Peter Bradshaw 651-259-7689 <a href="mailto:peter.bradshaw@state.mn.us">peter.bradshaw@state.mn.us</a>
11 & General Program Questions	Becky Sabie 651-259-7470 <a href="mailto:rebecca.sabie@state.mn.us">rebecca.sabie@state.mn.us</a>

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