



MINNESOTA

PUBLIC FACILITIES AUTHORITY

Date: December 27, 2023
To: Municipalities Seeking WIF Grants for Proposed Water Infrastructure Projects
From: Jeff Freeman, Executive Director
Subject: **2024 WIF Project Information Worksheet - DUE JANUARY 15, 2024**

The Minnesota Public Facilities Authority (PFA) is collecting preliminary information for proposed wastewater and drinking water projects that may be eligible for affordability-based grants under the state Water Infrastructure Funding (WIF) program. The information will be used to estimate potential WIF grant needs for the PFA's 2024 report to the Minnesota Legislature.

WIF grants can provide partial project funding in conjunction with PFA low interest loans, or to match funding provided by USDA Rural Development. To be eligible, projects must be listed on the Clean Water Project Priority List (prepared by the Minnesota Pollution Control Agency) or the Drinking Water Project Priority List (prepared by the Minnesota Department of Health).

The WIF program provides supplemental grants for high-cost wastewater and drinking water projects based on affordability criteria established in state law. Under the WIF program statutes (Minnesota Statutes, Section 446A.072) grant eligibility is calculated based on the average cost per household of the wastewater or drinking water system, including costs for operation and maintenance, existing debt service, and new project costs.

To assure we have accurate information, municipalities with projects on the 2024 Project Priority Lists that may meet the WIF affordability criteria are asked to submit a WIF Project Information Worksheet. A PDF sample of the worksheet is attached. However, the worksheet is available as an Excel spreadsheet and if possible, we ask that you fill it out and submit electronically.

The WIF project worksheet is available to download from the PFA website at www.mn.gov/pfa (*homepage under Announcements*). Instructions for filling out the worksheet are included. A separate worksheet should be submitted for each project. If you have questions, contact your PFA loan officer shown on the attached map.

Please submit your WIF project worksheet(s) electronically as an e-mail attachment and send to mn.pfa@state.mn.us. The e-mail should be sent by an authorized municipal official, or, if the form is sent by someone else, please send a separate e-mail or letter from an authorized municipal official indicating that they approve the submittal of the project information.

Please return the completed worksheet by January 15, 2024 to the email address above.

Minnesota Public Facilities Authority

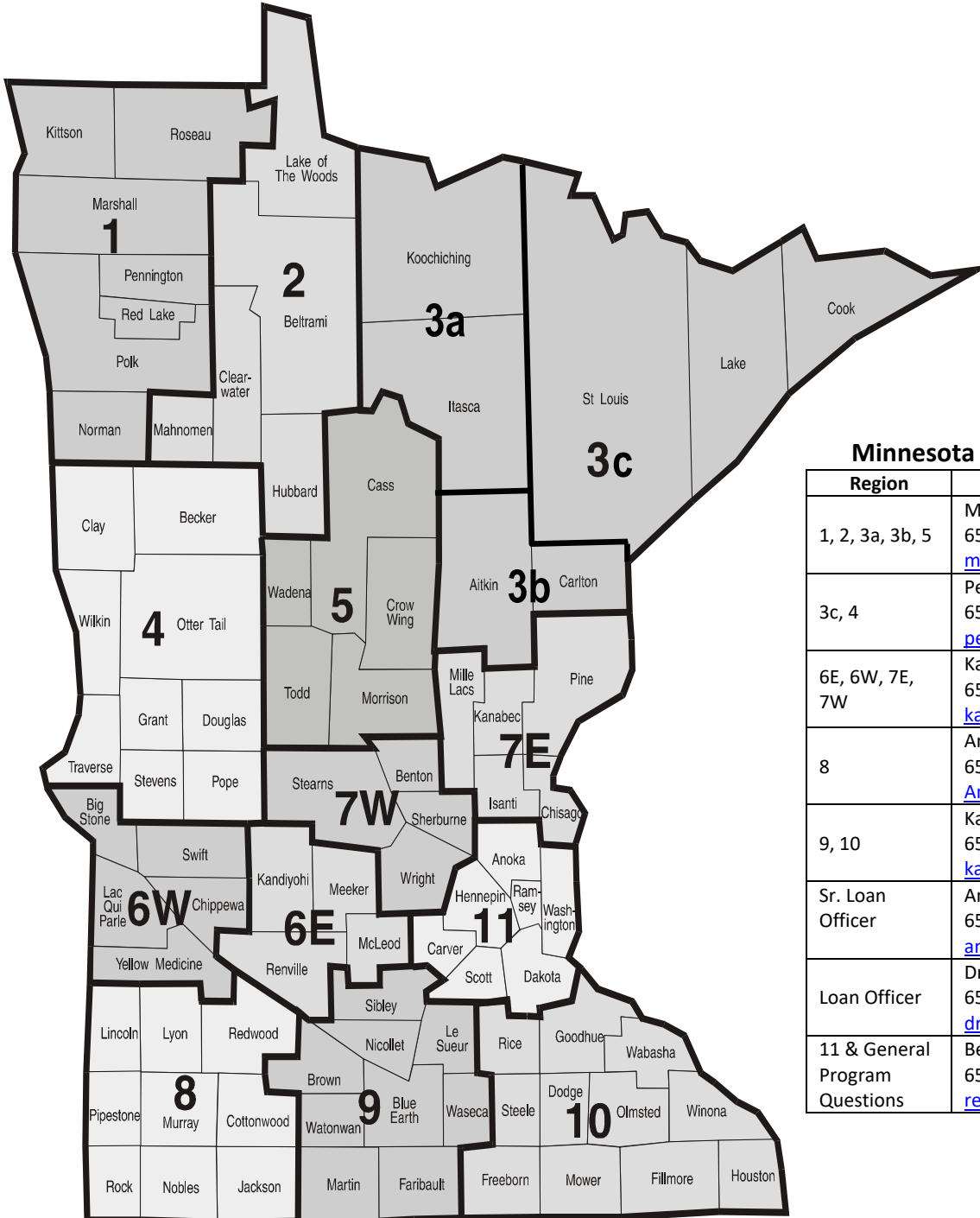
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Region	PFA Loan Officer
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Sr. Loan Officer	Anita Gallentine 651-259-7466 anita.gallentine@state.mn.us
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December 2023

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Minnesota Public Facilities Authority WIF Project Information Worksheet

Instructions For Completing Electronic Spreadsheet Form

General instructions: Use the "Save As" command to save the worksheet to your computer with your municipality's name in the title. Fill in all information in the yellow highlighted fields. The non-highlighted fields have formulas that will calculate totals and percentages. When completed, return the worksheet as an e-mail attachment to the appropriate PFA loan officer. If the e-mail will be sent from someone other than an authorized municipal official, the authorized municipal official should send a separate e-mail or letter indicating they approve the submittal of the project information.

- 1a. **Project type.** Select wastewater or drinking water. If applicant has a combined utility project that includes both, submit separate worksheets for each. Storm water projects are not eligible for the WIF grant program.
- 1b. **2024 PPL rank, applicant name, project description.** Click in the box and select project from the provided alphabetical listing of projects on the MPCA or MDH 2024 Project Priority List (PPL). If the applicant has more than one project on the PPL, submit a worksheet for each project.
2. **Estimated year of construction.** Click box and select the year that project will be ready to start construction, assuming funding is available.
3. **Has applicant applied to USDA Rural Development for funding?** Click box and select "Yes" if the applicant has applied for grant/loan funding from USDA Rural Development. (To be eligible for WIF assistance, applicants that are eligible for funding from USDA Rural Development must apply to USDA-RD.)
4. **Applicant information.** Identify the municipality that will be the applicant for the project and information for the lead contact person.
5. **Consultant information.** Identify consultant firm and information for the lead contact person.
6. **Brief Description of Project.** Briefly describe the area to be served, the problem or need to be addressed, and the proposed solution.
7. **Estimated Project Costs.** Enter the estimated project costs in the categories shown.
8. **Existing Debt Service and O&M Costs (WW or DW)**
 - A. **Existing annual system debt service; 10 yr average.** For existing system debt, use the box to the side of the main worksheet to enter the applicant's annual ww or dw system debt service payments scheduled for the ten year period beginning the year after expected construction start. The worksheet will automatically calculate the average annual debt service.
 - B. **Annual operation and maintenance cost.** Enter the current annual operation and maintenance cost for the wastewater or drinking water system, and estimated future cost when the project begins operation. Include the annual amount budgeted for equipment replacement reserve. Do not include depreciation.
9. **Residential and Nonresidential Users.** Enter the number of service connections and Equivalent Residential Users (ERUs) for current users, the estimated users when the project begins operation, and the estimated users in 20 years. If all or most of the project costs will be assessed only to users in the project service area, enter only those users. Note: If the municipality does not charge for service on the basis of ERUs, enter the approximate number of ERUs in each category that will provide the correct percentage of system use for that category (percentages will calculate automatically).
 - A. **Residential Households (billed individually).** Enter the number of connections to residential households that are billed individually. The ERUs will calculate automatically to match the number of connections.
 - B. **Other residential.** Enter the number of connections and ERUs for other residential users that may have one service connection but are billed for multiple ERUs such as apartment buildings and other residential facilities.
 - C. **Nonresidential.** Enter the number of nonresidential connections and the number of ERUs based on their proportionate usage.
10. **Municipalities Included In the Project Area.** List all municipalities (cities and townships) included in the project area. For each municipality, enter the total number of connections and ERU's for the current users, the estimated users when project operation begins, and the 20 year estimated users. The totals should match the corresponding totals shown above.
11. **Data Prepared and Authorized By.** Enter the name, title and phone number of the person who prepared the worksheet, and if different, the municipal official who authorized submittal of the data to the PFA.