

VIRGIN ISLANDS CAPITAL IMPROVEMENT GRANT PRE-APPLICATION FORM

DPNR Use only

Project Tracking No. _____

Project Name _____

PWS ID # _____ Tax ID # _____

Estimated Cost _____ Population Served _____

**Pre-Application for
 V.I. Drinking Water Capital Improvements Grant (VIDWCIG)**

Please fill out all information requested in full. Any pre-applications that are not filled out completely will not be considered for a drinking water capital improvements grant.

CONTACT INFORMATION

DATE PREPARED:

Month	Day	Year

Name of Public Water System
Public Water System I.D. number
Owner / Manager's name
Telephone Number and Fax number
E-mail
Physical Address
Mailing Address
Island and Zip Code
Organization's Tax I.D. Number

Contact Person (If different from manager)
Title
Telephone number and Fax number

Name of Consulting Engineering Co.
Telephone Number and Fax Number
Physical Address
Mailing Address
Island and Zip Code
Design Engineers
Company's Tax I.D. Number

Public Water System Information:	
Type of Public Water System:	(a) Community _____ (b) Non-Community _____
Tax Status of System:	(a) For Profit _____ (b) Not for Profit _____
Governmental Status:	(a) V.I. Government _____ (b) Federal _____
Age of Public Water System:	_____
Population Served by Public Water System:	_____

CAPACITY DEVELOPMENT ASSESSMENT

Water system capacity is the ability to plan for, achieve, and maintain compliance with applicable drinking water to the public. Before a drinking water capital improvements grant can be awarded to a public water system, the system must demonstrate that it has adequate technical, financial, and managerial capabilities (TFM). Public water systems that do not have adequate TFM are not eligible to be funded unless the public water system agrees to make appropriate changes in operation (management, rate structure, maintenance, consolidation, alternative supplies, etc.) that will ensure the long-term capacity of the system. Your answers to the following questions will serve to demonstrate your system's capacity for determining eligibility for receiving a Drinking Water Capital Improvements Grant.

TECHNICAL CAPACITY

Technical capacity is the physical and operational ability of a water system to deliver safe drinking water and to meet SDWA requirements. Technical capacity refers to the physical infrastructure of the water system, including the adequacy of source water and the adequacy of treatment, storage, and distribution infrastructure. It also refers to the ability of system personnel to adequately operate and maintain the system and to otherwise implement requisite technical knowledge.

What is the source of water for the public water system?

Is the source of water reliable, generally good quality and adequately protected?

Can the system provide water that meets SDWA standards? Yes ___ No ___

What is the condition of the system's infrastructure, including the following:

Wells(s) or sources of water intakes? _____

Treatment unit(s)? _____

Storage facility(ies)? _____

Distribution system? _____

What is the infrastructure's life expectancy? _____

Does the system have a capital improvement plan? Yes ___ No ___

If yes, please explain it or attach a copy of it to this form. _____

Does the system have an effective operation and maintenance program? Please describe it.

Does the system's operator(s) have documented training and knowledge of drinking water treatment technology and the operation of drinking water systems? Please describe training.

Does the operator(s) have sufficient knowledge of applicable drinking water standards? Please describe education and experience.

Can the operator(s) effectively implement this technical knowledge? Yes ___ No ___

FINANCIAL CAPACITY

Financial capacity is a water system's ability to acquire and manage sufficient financial resources to allow the system to achieve and maintain compliance with the SDWA requirements.

Do revenues cover the cost of water and costs to operate and maintain the system in compliance with SDWA standards?

How does the system manage its revenues effectively? Please explain.

Is the system financially healthy? Does it have access to capital through public or private sources?

Are adequate books and records maintained? Are appropriate budgeting, accounting, and financial planning methods used? What methods are used?

Are capital improvements to the system included in the financial planning? Please describe.

MANAGERIAL CAPACITY

Managerial capacity is the ability of a water system to conduct its affairs in a manner enabling the system to achieve and maintain compliance with the SDWA requirements. Managerial capacity refers to the system’s institutional and administrative capabilities.

Are the system owners clearly identified? Can they be held accountable for the system? Please list them.

Are the system operator(s) and manager(s) clearly identified? Please list them.

Is the system properly organized and staffed? Please describe organization and staffing positions.

Do personnel understand the management aspects of regulatory requirements and system operations?

Do personnel have adequate expertise or training to manage water system operations? Describe expertise and training below.

PROJECT INFORMATION

Name of Water System: _____

Location of Project: _____

Project Description (*if necessary, continue description on a new page and attach it to the pre-application*):

Population Served by Water System: _____ Population Served by Project: _____

How does this project facilitate compliance with the National Primary Drinking Water Standards or further health protection objectives of the SDWA (*if necessary, continue explanation on a new page and attach it to the pre-application*):

Are there other sources of funds anticipated for this project: Yes ____ No ____

If yes, can they be used in conjunction with a Capital Improvements Grant: Yes ____ No ____

Please attach a separate page, which provides information on the source of funding, type of funding, amount of funding, and letter of confirmation.

PROJECT COST ESTIMATE

(*If necessary, continue cost schedule on a new page and attach it to the pre-application*)

Materials	_____	Materials Costs	\$ _____
Construction	_____	Construction	\$ _____
Equipment	_____	Equipment Costs	\$ _____
Other	_____	Other Expenses	\$ _____
	_____		\$ _____
Project Costs -----			\$ _____
Design Allowance (<i>see table below</i>)-----			\$ _____
Sub-Total of amount to finance-----			\$ _____
Other funding source (<i>subtract this amount</i>)-----			\$ _____
Total amount to finance (Grant amount):-----			\$ _____

<p>ACTIVITY DATES: Duration of engineering / design preparation (in weeks): _____ When will all technical submittals be completed? Date: ____ / ____ / ____ Duration of construction (in weeks): _____</p>
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Maximum Design Allowance

Project Cost	Allowance for Planning and Design as a Percentage of Construction Cost
Up to \$5,000	14% or up to \$650
\$5,001 to \$20,000	13% or up to \$2,400
\$20,001 to \$35,000	12% or up to \$3,850
\$35,001 to \$50,000	11% or up to \$5,125
\$50,001 to \$75,000	10.25% or up to \$7,313
\$75,001 to \$100,000	9.75% or up to \$9,250
\$100,001 to \$150,000	9.25% or up to \$13,200
\$150,001 to \$200,000	8.8% or up to \$16,800
\$200,001 to \$300,000	8.4% or up to \$24,450
\$300,001 to \$400,000	8.15% or up to \$31,200
\$400,001 to \$500,000	7.8% or up to \$37,500
\$500,001 to \$750,000	7.5% or up to \$54,375
\$750,001 to \$1,000,000	7.25% or up to \$70,000
Over \$1,000,000	7%