



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
Finance Division

**CLEAN WATER STATE REVOLVING FUNDS (CWSRF/SWQIF)  
PROJECT PLANNING DOCUMENT SUBMITTAL FORM**

*Part 53, Clean Water Assistance, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.*

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Legal Name of Applicant: \_\_\_\_\_  
*(Name of the applicant municipality bonding for the project. Ex. A county bonding on behalf of a village or township)*

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Applicant's Federal Employer Identification Number (EIN): \_\_\_\_\_

Congressional District: \_\_\_\_\_ State Senate District: \_\_\_\_\_ State House District: \_\_\_\_\_

NPDES Permit Number: \_\_\_\_\_ Associated SAW Grant Number: \_\_\_\_\_

Estimated Total Project Cost: \_\_\_\_\_ Target Construction Start Date: \_\_\_\_\_

Applicant Authorized Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Representative Address. If same as applicant address above, check here

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative Date

Completed Project Useful Life and Cost Analysis Certification Form. Blank copy included for use.

Attached

Completed PPL Scoring Data Form. Blank copy included for use.

Attached

Joint Resolution of Project Planning Document Adoption/Authorized Representative Designation.

Attached

Did you follow the Qualifications Based Selection (QBS) process for obtaining planning services?

Yes      No

A final project planning document, prepared and adopted in accordance with EGLE's CWSRF Project Planning Document Preparation Guidance, must be submitted by the annual deadline as indicated on EGLE's [CWSRF website](#) for a proposed project to be considered for placement on Michigan's Project Priority List for the upcoming fiscal year.

Please email your final project planning document and attachments with this form to your EGLE Water Infrastructure Funding and Financing Section Project Manager.

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**PROJECT USEFUL LIFE AND COST ANALYSIS CERTIFICATION FORM**

Per Section 602(b)(13) of the Federal Water Pollution Control Act (FWPCA), all Clean Water State Revolving Fund (CWSRF) assistance recipients must certify that they have conducted the studies and evaluations described in 602(b)(13)(A) and (B), collectively known as a cost and effectiveness analysis.

Applicant Name: \_\_\_\_\_ CWSRF Project Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

1) The applicant has studied and evaluated the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity for which assistance is sought under the CWSRF; and

2) The applicant has selected, to the maximum extent practicable, a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account the cost of:

- constructing the project or activity;
- operating and maintaining the project or activity over the life of the project; and
- replacing the project or activity.

3) The applicant has completed a Project Useful Life analysis for the project or activity and is included in the Project Planning Document or appropriate documentation is attached to this certification.

I certify that requirements (1), (2), and (3) above have been met.

\_\_\_\_\_  
Name of Professional Engineer (Please Print or Type)

\_\_\_\_\_  
Signature of Professional Engineer Date

\_\_\_\_\_  
Name and Title of Authorized Representative (Please Print or Type)

\_\_\_\_\_  
Signature of Authorized Representative Date



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
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**PROJECT PRIORITY LIST SCORING DATA FORM**

*Part 53, Clean Water Assistance, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.*

**Instructions**

The following information must be completed and submitted alongside a Project Planning Document for the Clean Water State Revolving Fund (CWSRF) or Strategic Water Quality Initiatives Fund (SWQIF). This form should only be completed for items to be included in the upcoming fiscal year project. Include page numbers and appendices of where supporting documentation can be found in the planning document. For traditional wastewater projects, including combined sewer separation, please complete sections 1-4. For projects with only storm water work please complete sections 5-8.

For questions related to wastewater scoring, please contact Charlie Hill at 906-236-3916 or [HillC@Michigan.gov](mailto:HillC@Michigan.gov). For questions related to storm water scoring, please contact Christe Alwin at 517-420-1501 or [AlwinC@Michigan.gov](mailto:AlwinC@Michigan.gov).

**Project Information**

Applicant: \_\_\_\_\_

Project Location: \_\_\_\_\_

CWSRF/SWQIF Project Number: \_\_\_\_\_

Applicant Population: \_\_\_\_\_ Population Served by the Project: \_\_\_\_\_

Project Type:  Wastewater (including emerging contaminant projects)     Storm Water

**1. Compliance – Wastewater Projects**

Does the project have an enforceable construction schedule established by an order, permit, enforcement action, or other document issued by EGLE?

Yes     No

If yes, copy of enforcement action, order, permit, notice, or another document. Pages: \_\_\_\_\_

**2. Public Health – Wastewater Projects**

Sanitary Sewer Overflow (SSO)/Bypass.    Pages: \_\_\_\_\_

Wet weather related SSOs demonstrated not meeting SSO policy.

Operational-related SSOs demonstrated dry weather SSOs due to structural concerns (incorrect pumps, difficult to maintain siphons, etc.).

Combined Sewer Overflow (CSO).

Pages: \_\_\_\_\_

Based on maximum annual volume reported in the last five years, does the project involve the reduction of annual CSO volumes? Check which volume reduction applies.

- Greater than 10MG     5-10MG     Less than 5MG     N/A

Biosolids scoring for PFOS.

Pages: \_\_\_\_\_

- Meets 20 ppb PFOS as expressed in interim biosolids strategy. Must meet EPA public risk level if issued before 3 years. Must meet interim biosolids strategy if revised in next 3 years.

### 3. Water Quality – Wastewater Projects

Pre-project conditions, including wastewater collection/treatment deficiencies and water quality problems occurring.                      Pages: \_\_\_\_\_

- Project includes centralized treatment to address failing septic systems in unsewered areas.

Pages: \_\_\_\_\_

If you selected this option, please identify the following documentation included below.

- Documentation of fecal coliform in surface water resulting from failing septic tanks.
- Documented illicit discharges of sanitary sewage to surface water resulting from failing septic tanks.
- Documentation of impact to surface water resulting from failing septic tanks (visual indicators or other metrics).
- No documentation of impacts to surface water is included.

Post-project conditions, including proposed facilities and water quality improvements.

Pages: \_\_\_\_\_

A. Information on Existing Discharge

Pages: \_\_\_\_\_

i. Discharge Method:

- Surface Water     Groundwater     No existing discharge

ii. Discharge Type:

- Continuous     Seasonal     Intermittent     No existing discharge

iii. Flow (identify MGD or MGY): \_\_\_\_\_

For facilities that discharge to regional treatment plants and do not file surface water discharge monitoring reports, provide the average daily metered flow.

iv. Receiving Water and Type: \_\_\_\_\_

v. Location (township, range, and section): \_\_\_\_\_

vi. Existing Treatment:  
 Untreated       Secondary       Tertiary       Combined Sewer Overflow  
 Primary (includes septic systems with tile fields or direct surface water discharge)

vii. Existing Disinfection Process:  
 None       Chlorination       Alternative, other: \_\_\_\_\_

viii. Nitrate contamination of public or private wells caused by the discharge of effluent/waste from the treatment system or systems.      Pages: \_\_\_\_\_

- Public well(s) in vicinity contains nitrates > 10 mg/L
- Private well(s) in vicinity contains nitrates > 10 mg/L
- Monitoring well(s) in vicinity contains nitrates > 10 mg/L
- No evidence of nitrate contamination in local wells

Note: If only the total inorganic nitrogen ("TIN" ammonia + nitrite + nitrate) concentration is available, a separate sampling and nitrate analysis should be performed to document the nitrate concentration.

B. Information on Proposed Discharge      Pages: \_\_\_\_\_

i. Discharge Type:  
 Continuous       Seasonal       Intermittent

ii. Discharge Points and Receiving Waters:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iii. Average Design Flow (identify MGD or MGY): \_\_\_\_\_

iv. Identify Receiving Water: \_\_\_\_\_

v. Location (township, range, and section): \_\_\_\_\_

vi. Effluent Limits:  
Minimum Dissolved Oxygen: \_\_\_\_\_      CBOD<sub>5</sub>: \_\_\_\_\_

Ammonia: \_\_\_\_\_      Phosphorus: \_\_\_\_\_

Total Inorganic Nitrogen (TIN) from groundwater permit: \_\_\_\_\_

vii. Will the proposed facility address documented total residual chlorine (TRC) violations?  
 Yes, proceed to question viii.       No

viii. Will the proposed improvements involve either dechlorination or an alternative disinfection technology (e.g., ultraviolet disinfection, ozonation) that eliminates the use of chlorine?  
 Yes       No

C. Existing Pre-Project CSO and SSO Discharges

Information must be provided for each outfall directly associated with the proposed project. Note that both tables must be completed for each discharge.

<b>Outfall Number</b>	<b>Receiving Stream</b>	<b>Location (township, range, section)</b>	<b>Estimated Overflow Volume (MG) for 1-year, 1-hour storm event</b>
001			
002			
003			
004			
005			

<b>Outfall Number</b>	<b>Estimated Overflow Duration, in hours</b>	<b>Estimated Annual Overflow Volume (MG)</b>	<b>Tributary Residential Population</b>
001			
002			
003			
004			
005			

D. Future Post-Project CSO and SSO Discharges

List each outfall from Section C. For outfalls which will cease to function as combined sewer outfalls upon the completion of this project, simply enter “Eliminated” under Receiving Stream. List any new outfalls (e.g., for a retention/treatment basin) created by this project and include its associated discharge data. Note that both tables must be completed for each discharge.

<b>Outfall Number</b>	<b>Receiving Stream</b>	<b>Location (township, range, section)</b>	<b>Estimated Overflow Volume (MG) for 1-year, 1-hour storm event</b>
001			
002			
003			
004			
005			

<b>Outfall Number</b>	<b>Estimated Overflow Duration, in hours</b>	<b>Estimated Annual Overflow Volume (MG)</b>	<b>Detention Time Before Discharge for 1-year, 1-hour storm event</b>
001			
002			
003			
004			
005			

#### 4. Improving Infrastructure – Wastewater Projects

Check the following which apply to the proposed project.

Pages: \_\_\_\_\_

- Proposed project is part of an approved Asset Management Program.
- The purpose of the proposed project is for regionalization of systems.
- The proposed project involves resiliency components (e.g., pumping or type of pumps, electrical systems, basement backup protection, etc.)

***The following items only apply to storm water projects.***

#### 5. Compliance – Storm Water Projects

Is the applicant a Municipal Separate Storm Sewer System (MS4) permittee?

- Yes, permit number: \_\_\_\_\_  No

Has the applicant received a violation notice identifying violations related to at least one of the following MS4 permit requirements?  Yes, select all that apply below  No

- Illicit Discharge Elimination Program
- Post-Construction Stormwater Runoff Program
- Pollution Prevention and Good Housekeeping Program
- Total Maximum Daily Load (TMDL) Implementation Plan

Copy of violation notice. Page: \_\_\_\_\_

#### 6. Public Health – Storm Water Projects

Does the project result in **all** the following?

Pages: \_\_\_\_\_

- Reduced storm water runoff volume for small and large events.
- Treatment of the water quality volume.
- At least one of the following
  - Addresses known flooding issue causing water quality problems or basement backups.
  - The design considers projected precipitation for the service life of the project or an increase in precipitation above the current National Oceanic Atmospheric Administration (NOAA) Atlas 14 estimates.

#### 7. Water Quality – Storm Water Projects

Is the project located in an applicable TMDL watershed (i.e., E. coli, biota/sediment, phosphorus, dissolved oxygen, or chloride)?

- Yes, TMDL(s) title: \_\_\_\_\_  No



Does the project result in a direct reduction of the pollutant(s) causing the TMDL impairment?

Yes       No      Pages: \_\_\_\_\_

Does the project result in reduced storm water runoff volume as a primary focus of the project?

Yes       No      Pages: \_\_\_\_\_

Identify all best management practices (BMPs) and estimate size/quantity of each in the project. Definitions of the BMPs below are included at the end of this document.

**Bioretention Basins**      Pages: \_\_\_\_\_

Enter the quantity for each size bioretention basin included in the project.

Less than 0.5 acre: \_\_\_\_\_      0.5-1.5 acres: \_\_\_\_\_      Greater than 1.5 acres: \_\_\_\_\_

**Rain Gardens**      Pages: \_\_\_\_\_

Enter the quantity for each size rain garden included in the project.

Less than 300ft<sup>2</sup>: \_\_\_\_\_      300-1000ft<sup>2</sup>: \_\_\_\_\_      Greater than 1000ft<sup>2</sup>: \_\_\_\_\_

**Bioswales**      Pages: \_\_\_\_\_

Enter the quantity for each size bioswale included in the project.

Less than 1 acre: \_\_\_\_\_      1 – 3 acres: \_\_\_\_\_      Greater than 3 acres: \_\_\_\_\_

**Infiltration Trenches**      Pages: \_\_\_\_\_

Enter the quantity for each size infiltration trench included in the project.

Less than 1 acre: \_\_\_\_\_      1 – 5 acres: \_\_\_\_\_      Greater than 5 acres: \_\_\_\_\_

**Pervious Pavement**      Pages: \_\_\_\_\_

Select the size of pervious pavement included in the project.

Less than 1 acre       1 – 5 acres       Greater than 5 acres

**Green Roofs**      Pages: \_\_\_\_\_

Enter the quantity of green roofs included in the project: \_\_\_\_\_

**Native Revegetation**      Pages: \_\_\_\_\_

Select the size area of native revegetation included in the project.

Less than 1 acre       1 – 5 acres       Greater than 5 acres

**Water Storage and Reuse**      Pages: \_\_\_\_\_

Select the quantity of water storage and reuse included in the project.

Less than 1,000 gallons       1,000 – 5,000 gallons       Greater than 5,000 gallons

**Tree Cover**

Pages: \_\_\_\_\_

Enter the quantity of trees planted as part of the project: \_\_\_\_\_

Does the project result in increased water quality treatment from an existing discharge?

Yes       No      Pages: \_\_\_\_\_

Does the project result in disconnection of existing impervious surfaces with a quantifiable runoff volume reduction or water quality benefit?

Yes, disconnection area: \_\_\_\_\_       No      Pages: \_\_\_\_\_

Does the project result in a new or retrofitted regional BMP(s) to address known local site issues preventing full implementation of the NPDES MS4 post-construction requirements?

Yes       No      Pages: \_\_\_\_\_

Does the regional BMP(s) serve more than one site/parcel?

Yes, number of sites/parcels: \_\_\_\_\_       No

**8. Improving Infrastructure – Storm Water Projects**

Does the project result in implementation of a Stormwater Asset Management Program.

Yes       No      Pages: \_\_\_\_\_

Does the project result in a water quality benefit from the coordination between two or more municipal agencies on stormwater management?

Yes, list municipal entities benefiting from the project       No      Pages: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **BMP Definitions:**

**Bioretention Basins:** Shallow, vegetated basins designed to infiltrate, treat, and temporarily store stormwater. Bioretention basins should be pretreated to optimize water quality performance.

**Rain Gardens:** Shallow surface depressions planted with native vegetation to capture and treat stormwater runoff. Rain gardens should be pretreated to optimize water quality performance.

**Bioswales:** Shallow, vegetated stormwater channels designed to slow down runoff and provide infiltration. Check dams may be included to improve performance and maximize infiltration.

**Infiltration Trenches:** Linear subsurface infiltration structures, typically composed of stone trenches wrapped with geotextile fabric, designed to provide infiltration and conveyance of stormwater.

**Green Roof:** Rooftops or constructed surfaces that include a thin covering of vegetation or growth media that enables infiltration and evapotranspiration of stormwater.

**Native Revegetation:** transitioning impervious or previously non-native turfgrass spaces to native plants. Native revegetated spaces may include forest, prairie, meadow, or constructed wetland.

**Water Storage and Reuse:** structures designed to intercept and store runoff from rooftops and other impervious spaces and allow for its reuse.

**Tree Cover:** Trees planted specifically for stormwater benefit purposes including stormwater uptake, storage, and evapotranspiration.

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