



## 2021 Financial Assistance Program Request for Funding Document

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### **Introduction**

Placer County Water Agency (PCWA) is accepting online funding request applications from eligible entities to request 2021 year funding for County-Wide Master Plan (CWMP) Projects. PCWA has provided more functionality to the Project Database for collection of all project information required to complete the Financial Assistance Program (FAP) funding request application and the ability to apply electronically through the Project Database.

### **Background**

On November 19, 1992, the Placer County Water Agency Board of Directors approved a Financial Assistance Program (FAP) to provide financial assistance, in the form of loans or grants, to districts for the development of eligible water supplies and facilities. In 2010, the Board directed staff to develop the CWMP as a centralized way for the Agency to identify, evaluate and track projects and programs across Placer County.

At the September 17, 2020 Board meeting, the Board of Directors approved the allocation of Agency Wide funds to CWMP projects that would be carried out as stewardship by PCWA and funding for the FAP.

### **2021 FAP Budget and Strategic Objectives**

PCWA's 2021 Budget for the FAP is \$3,683,644 and there is an additional \$70,983 available which may be included at the Board's discretion.

At the Board's direction, the strategic objectives for prioritizing projects for the 2021 FAP funding awards will be:

- a) Elements 2 through 8;
- b) For Element 2 priority shall be given to capital projects that go beyond in-kind facility repair or replacement to enhance reliability;
- c) Projects that leverage other funding sources, including other grants and/or district sources.

### **Project or Program Eligibility**

The types of projects or programs which are eligible for funding are those related to the protection, supply development, capture, conveyance, treatment, storage, transmission, distribution, conservation or recycling of water for beneficial use within the County of Placer, including the planning, environmental analysis, design and construction of facilities for such purposes. Projects or programs will fall under one or more of the following elements captured in the Agency's County-Wide Master Plan:



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- Element 1 - Unserved Areas
- Element 2 - Water Infrastructure Reliability
- Element 3 - Water Supply Reliability
- Element 4 - Renewable Energy Development
- Element 5 - Watershed Stewardship
- Element 6 - Agriculture
- Element 7 - Conservation and Water Use Efficiency
- Element 8 - Public Education and Outreach

Funds under this FAP shall not be used for the daily operation and maintenance of District systems, for funding the construction of facilities that are normally the financial responsibility of land developers, or for capacity to serve new development, nor are these funds to be considered continuous sources of financing to be relied on for regular operation, maintenance or capital expenditures.

### **Project Submission into the Project Database**

To be eligible to submit a project for PCWA 2021 FAP funding, projects must be entered into the Project Database and reviewed/approved by PCWA staff. Inclusion in the Database does not automatically submit the project for the current year funding.

Project details entered in the following fields of the Project Database will be extracted for current year funding requests. Please ensure these fields are complete when entering a project:

- **Project Name**: In the Project Info tab, under Project Name, enter the name of the project.
- **Entity Name**: In the Project Info tab, under Entity Name, enter the name of the entity submitting the application(s).
- **Project Statement**: In the Description tab, enter the reason why the project is proposed and/or the problem addressed by the project.
- **Project Description**: In the Description tab, enter the description of the overall proposed project.
- **Element Number**: In the Element Support tab, in Primary Element Support, select the primary element.
- **Total Project Cost**: In the Cost/Funding tab, enter the anticipated funding amount from the Applicant, FAP (the amount the entity is requesting to fund through FAP), and other Funding Sources so the total amount is equal to the total project cost.
- **Purpose of the FAP Funding Request**: In the Cost/Funding tab, describe what the requested FAP amount will be used for. This may be a subsection of the total project (i.e. environmental compliance, design, a study, etc.)
- **Entity Information**: In Profile, under the Entity Info tab, complete all requested information regarding your entity and upload the most current Financial Statements and Budget (if not available online).



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Once you have entered all project details and confirmed that all mandatory fields have been entered, click on the Project Review button to submit the project for PCWA's initial review.

### **Funding Request Application Instructions**

PCWA is now accepting applications online through the Project Database for the 2021 FAP. Please note, when accessing the Project Database, the preferred browser is Google Chrome. In order to submit a funding request application in the Project Database, please follow the steps below:

1. Navigate to the FAP button and select Submit Applications.
2. An Entity Selection dialogue box will automatically pop up, select the entity name.
3. A Submit FAP Request dialogue box will automatically pop up. Complete all the requested information. Select the project that the applicant would like to apply for funding. For additional projects, select the '+' button.
4. Select Export Application and verify the information is accurate. Revise the information if needed and re-export the application, sign the application, and upload the completed authorized application under Electronic Submission (as a PDF).
5. Select Apply.

The deadline to submit a funding request application online is February 20, 2020, 5:00 pm. Please note, February 20<sup>th</sup> is a Saturday and our office will be closed. If you anticipate needing assistance, we encourage submissions by February 19<sup>th</sup> or earlier.

### **Funding Request Application Review Process**

Pursuant to the PCWA FAP Policy, applications received shall be reviewed and evaluated by Agency staff, who will use the Board's established strategic objectives, as well as general and element specific criteria as contained within the County-Wide Master Plan, to make funding recommendations to the Board of Directors.

### **Reference Documents**

Please refer to the following documents at <https://pcwa.net/business/cwmp> for more information:

- Project Database
- Financial Assistance Program Policy
- CWMP Implementation Plan

### **Questions**

For questions, please contact us at [PCWAFAP@pcwa.net](mailto:PCWAFAP@pcwa.net)