|  |  |
| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | CWP loan **Attachment A**SSTS/LSTS-only proposal workplanClean Water Partnership (CWP)Subsurface Sewage Treatment System (SSTS)*Doc Type: Contract* |

|  |  |
| --- | --- |
| ***[Examples and instructions for completing this template are italicized in brackets.******Fill in every blank and delete all examples and instructions before submitting final workplan.*** ***It is helpful to work with the “View Gridlines” turned on in the Layout tab in the Word ribbon.]*** | **MPCA Use Only** |
|  | Swift #: |       |
|  | SRF#: |       |
|  | AI #: |       |
|  | Activity ID: |       |
| Project title: |       |

*[No more than 10 words, 50 characters or less]*

## Loan sponsor (the one taking out the loan) summary:

|  |  |
| --- | --- |
| **Organization:** |       |
| **Contractor contact name:** |       |
| **Title:** |       |
| **Address:** |       |
|  |       |
| **Phone:** |       |
| **Fax:** |       |
| **Email:** |       |

## Project sponsor partner(s) (if applicable):

|  |  |
| --- | --- |
| **Organization:** |       |
| **Project manager:** |       |
| **Address:** |       |
|  |       |
| **Phone:** |       |
| **Fax:** |       |
| **Email:** |       |

## MPCA contact(s):*[TBD]*

|  |  |
| --- | --- |
| **MPCA project manager:** |       |
| **Title:** |       |
| **Address:** |       |
|  |       |
| **Phone:** |       |
| **Fax:** |       |
| **Email:** |       |

Project information *[Use your approximate start date. End date is three years following start date. These can be changed later]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date:** |       | **End date:** |       |
|  | *(mm/dd/yyyy)* |  | *(mm/dd/yyyy)* |
| **Loan funds requested:**  |       | **Matching funds (optional):** |       |
| **Total project cost:** |       |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Watershed(s): |       | 8-digit Hydrologic unit code(s): |       |

Type of water body (check all that apply)

[ ]  Stream [ ]  Lake [ ]  River [ ]  Groundwater [ ]  Drinking water source [ ]  Other

|  |  |  |
| --- | --- | --- |
| ***\** Organization type:** | [ ]  County government[ ]  Watershed District[ ]  Tribal government | [ ]  City[ ]  Township |
|  | [ ]  Other – specify: |       |

Project plan information

Identify water plans available for this area:

|  |  |
| --- | --- |
| Comprehensive Local Water Plan: |       |
| Total Maximum Daily Load (TMDL): |       |
| Minnesota Pollution Control Agency (MPCA)-approved TMDL Implementation Plan or Watershed Restoration and Protection Strategy (WRAPS): |
|       |
| Other plans, if applicable (e.g., nine element, One Water, One Plan): |       |

Type, location, and problem addressed in this proposal:

|  |
| --- |
| SSTS systems to be upgraded/replaced to reduce nutrient and bacteria loading and to protect human health. |
| ***\** Project type:** | [ ]  SSTS replacement or upgrade and the administration of the program **only** |
|  | Implementing any other Best Management Practices in addition to SSTS? Use the SSTS-only proposal found on the MPCA’s website at <https://www.pca.state.mn.us/water/cwp-loans>.) |
| **County:** |       |

**How are groundwater or water body concerns addressed in water planning documents (e.g., protection, restoration, undefined, needs more information, etc.) :** <insert text here, using Arial 9pt font>

**Specific water quality concern(s) addressed by this proposal:** <insert text here, using Arial 9pt font>

**How will concern(s) addressed in this proposal be prioritized (e.g., if demand exceeds available funds, how to choose what to fund) :** <insert text here, using Arial 9pt font>

Statement of problems, opportunities, and existing conditions

<insert text here, using Arial 9pt font>

*[Please include the expected number of noncompliance SSTS and/or LSTS and the goal number of replacement/upgrades for this project.*

*Please describe local prioritization and targeting plans. While all nonconforming/failing SSTS are eligible, special attention should be given to those SSTS that have greater environmental impacts whenever possible.* *Prioritization is especially important if choosing between projects, should that situation arise. Preference should be given to SSTS that are in the most critical area(s) (e.g., proximity to impaired by bacteria water bodies (list these), priorities cited in local water plans, potential impact to drinking water, shoreland zoning, and other environmental criteria not listed here.)]*

**Objectives, tasks, and subtasks**

**Objective 1**: <insert text here, using Arial 9pt font> *[Add more objectives as needed.*

*[****Example of possible workplan objectives:*** *upgrade X number of noncompliant SSTS, administering the loan program, conducting outreach/promotion, etc.]*

**Objective 1 Timeline:** <insert text here, using Arial 9pt font>

**Objective 1 Cost:** <insert text here, using Arial 9pt font>

**Objective 1 Deliverables:** <insert text here, using Arial 9pt font> *[Deliverables are the tangible products of the tasks, such as reports, presentations, widgets, data, etc,].* ***[Watershed example:*** *Completed implementation project, purchased land, forward a report to the MPCA by February 1.]*

## **Participation and administration of the program**

Please describe the method(s) for participation:

<insert text here, using Arial 9pt font>

*[****Briefly*** *describe the community/political support for the project, how the stakeholders are defined, outreach/communication to potential participants, and how project is linked to priorities and resources are shown and how expected results can be communicated to stakeholders. Please describe how the program will be administered (in-house, by the SWCD, etc.) Past history of success with similar projects may also be described.]*

Are any of the SSTS replacements or upgrades need in an identified area of environmental justice concern
(found on the MPCA’s Understanding environmental justice in Minnesota website at <https://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>)?

<insert text here, using Arial 9pt font>

If yes, will there be a specific outreach effort to target those SSTS in areas of environmental justice concern? Please briefly describe:

<insert text here, using Arial 9pt font>

## **Measurable outcomes**

*[Please use the University of Minnesota’s SSTS Improvement Estimator* [*https://septic.umn.edu/sites/septic.umn.edu/files/septice\_system\_improvement\_estimator.xlsx*](https://septic.umn.edu/sites/septic.umn.edu/files/septice_system_improvement_estimator.xlsx) *and guidance for the tool can be found at* [*https://septic.umn.edu/sites/septic.umn.edu/files/septic\_users\_guide.pdf*](https://septic.umn.edu/sites/septic.umn.edu/files/septic_users_guide.pdf) *.]*

Please describe the total expected reductions for this project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lake ID or stream AUID |       |  |  |  |
| Phosphorus |        | lbs/yr  |       | $/lb |
| Sediment |       | tons/yr |       | $/ton |
| Nitrogen |       | lbs/yr |       | $/lb |
| Other (list):       |       |       |       | $/      |
|       |       |       |       | $/      |

<insert text here, using Arial 9pt font>

## **Environmental justice**

## Are there any specific areas to be targeted for SSTS improvement? Are there any considerations for low-income borrowers?

<insert text here, using Arial 9pt font>

## **5.** [**Project budget**](file:///%5C%5Cx1600%5Cxdrive%5CAgency_Files%5COSD%5CContract%20Team%5CIndirect%20Cost%20Overview_files%5CNew%5CIntranet%5CB1_B2_Gantt_Budget_%20Examples.xlsx) ***[Red text represents example activities and dollar amounts only]***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of activity** | **Loan requested** | **Match (optional)** | **Total** |
| *Loans to replace SSTS* | *$870,000* |  | *$870,000* |
| *Loan funds to administer project: including outreach and program admin* | *$30,000* |  | *$30,000* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | ***$900,000*** |  | ***$900,000*** |