

Environmental Facilities Corporation / Department of Environmental Conservation

Wastewater Infrastructure Engineering Planning Grant (EPG) Program – Frequently Asked Questions

Eligibility & Application

- 1. Can an income survey be used to demonstrate eligibility under the MHI threshold criteria?**
Yes, if the service area matches the proposed project and has been approved by EFC within the past five years.
- 2. Is there a limit to the number of EPGs that can be awarded?**
Only two active EPG awards per municipality are allowed at one time. To apply for a third EPG, one of the projects must be closed out prior to submitting another application. An EPG cannot be awarded to the same project scope twice.
- 3. What types of costs are eligible for an EPG?**
Engineering planning services, CCTV, flow monitoring, sampling, equipment rental or purchase, legal services, SEQR, and costs involved with the planning and development of an engineering report. Engineering design, construction administration, and construction costs are not eligible.
- 4. Can EPG funds be used for the purchase of equipment, such as flow meters?**
Yes, equipment purchases essential for developing a complete engineering report are eligible and EFC must approve the potential purchase prior to procurement.
- 5. Are green infrastructure projects eligible?**
Yes, if used to address a wastewater or combined sewer overflow (CSO) issue.
- 6. Are stormwater infrastructure projects eligible?**
Yes, but priority will be given to municipalities proposing planning projects with a documented water quality impairment.
- 7. Can we apply for an EPG for a project that is already in the planning stage?**
The EPG program cannot fund a completed engineering report. However, an engineering report that has been started but not yet completed at the time of application is eligible. The grant requirements still apply to the full grant amount.
- 8. Can we apply for an EPG on a project that is already listed on the Intended Use Plan (IUP)?**
Yes, if they are on the Multi-Year List and an engineering report does not already exist. Projects on the Annual List are not eligible.

9. What should we do if our collection system is too large to be funded by a single study?

We recommend a phased approach to large collection systems, using multiple EPGs for separate phases. Use the first EPG to study the area of highest priority. All engineering reports must contain a capital improvement project recommendation.

10. Is it possible to view the EPG application questions in the Consolidated Funding Application (CFA) before filling out the application?

Yes, see the [CFA Program Questions webpage](#). For assistance, contact the CFA helpdesk at cfa-tech@ny.gov.

Checklist Items & Grant Agreement

11. What is the deadline for completing the Checklist items for the 2020 round?

October 31, 2021

12. How should the checklist items be submitted to EFC?

Email to your project coordinator or upload large files using [EFC's upload form](#).

13. How do we execute the grant agreement?

Once all checklist items have been satisfied, allow four weeks for the grant agreement to be emailed to the Authorized Representative.

14. Does EFC require hard copies of any checklist items?

No.

15. Does EFC offer any guidance on the Board Resolutions?

Yes, EFC can provide sample resolution language upon request.

16. Can the three board resolutions be passed together?

Yes.

Professional Services, MWBE, & SDVOB

17. Which contracts need to be submitted to EFC?

All primary agreements, including any appendices or attachments.

18. How should the EFC required bid packet language be incorporated?

The EFC's New York State Financial Assistance Only bid packet required contract language in Part 2 should be attached directly to all contracts over \$25,000.

19. Does EFC have any procurement requirements for professional service contracts?

No.

20. What portion of the project do the MWBE and SDVOB goals apply to?

The goals only apply to the grant amount.

21. Are we allowed to begin working on the report before the grant agreement has been executed?

Yes, as long as costs are fully documented with invoices and proof of payments.

Local Match, Budget, & Force Account

- 22. What is the required local match and how is it paid?**
20% of the awarded grant amount to be paid as cash or as force account (in-kind services).
- 23. What happens if final project costs are different than the estimate?**
The grant amount and local match amount will both be reduced at the same ratio, if low. Any cost increases will be paid by the municipality, if high.
- 24. What are technical and administrative force account?**
Force account, also known as in-kind services, allows the municipality to count payroll as a project cost. Any field work or technical work must be certified by the consultant. All other work is considered administrative and does not require certification.
- 25. What force account documents need to be submitted and when?**
A proposal and record log or timecards will be required for both types of force account. Templates for a proposal, record log, and technical certification are available upon request. These can be submitted at any time during or after the work has been completed.

Disbursements

- 26. How and when are the disbursements advanced?**
The first 50% will be wired upon execution of the grant agreement, and the remainder will be wired upon acceptance of the engineering report.
- 27. What documentation do we need to provide with the final disbursement request?**
All cost documentation, invoices, proof of payments, and force account for the full total project cost must be provided to be eligible for your grant.

Engineering Report

- 28. Does EFC provide any guidance on the engineering report?**
Yes, the report must follow the [EFC/DEC Engineering Report Outline](#).
- 29. How and when should the engineering report be submitted?**
Email to epg@efc.ny.gov or submit using [EFC's upload form](#). No hard copies are required. Engineering reports should be submitted no later than 6 months prior to the grant agreement expiration date.
- 30. What is the deadline for submission of the engineering report for the 2020 round?**
Submit by June 1, 2022 to be included on the 2023 CWSRF IUP Annual List. I&I studies are encouraged to be submitted by November 1, 2022.
- 31. After the report has been submitted to epg@efc.ny.gov, what should I do to ensure my project is also listed on the Annual List for EFC financing?**
Submit a listing through EFC's Project Listing and Update System (PLUS) website to have your project listed on the Annual List.