Detroit Water and Sewerage Department

Wastewater Master Plan

DWSD Project No. CS-1314

Identification of Regulatory and Permitting Requirements

Technical Memorandum
Original Date: August 9, 2001
Revision Date: May 31, 2003
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Identification of Regulatory and Permitting Requirements

1. Objective

The proposed Capital Improvement and Management Program associated with the Wastewater Master Plan for the Detroit Water and Sewerage Department (DWSD) includes providing service to communities not currently sewered. DWSD has an established "System Expansion Policy". This policy broadly defines the requirements any customer would need to comply with in order to receive water or sewer service from DWSD. In addition to the customer meeting DWSD's requirements, the regulatory and permitting of the Michigan Department of Environmental Quality (MDEQ) must be met. The objective of this technical memorandum is to explain the requirements that both the customer and DWSD must meet in order for DWSD to provide sewer service to the customer. This memorandum also explains the procedures involved with a potential customer or DWSD receiving State Revolving Fund (SRF) money for service area expansion and connections.

2. Summary

A customer wishing to connect to the DWSD conveyance and treatment system must submit a written request to DWSD. The Engineering Services Division within DWSD reviews and determines whether the current sewer infrastructure can handle the customer's current and projected wastewater flow. If infrastructure changes need to be made to convey the customer's wastewater to the current DWSD system, DWSD will perform this construction and recover the associated costs from the customer. If no infrastructure changes are needed, the customer will perform the sewer construction in their service area and connect to the existing DWSD system. Any proposed sewer modifications by the customer or DWSD requires a Part 41 (Wastewater System Permit) from the MDEQ. The entity owning the sewer to be constructed is required to apply for the Part 41 permit. Upon issuance of the Part 41 permit, construction can commence.

3. Approach

Any customer wishing to receive sewer service must comply with the DWSD "System Expansion Policy". This memorandum describes the various sections and groups within DWSD that would be involved with reviewing any request for service. After gaining the approval from DWSD, the permitting and regulatory process can begin. If the customer or DWSD wishes to potentially receive SRF money, the process needs to begin during the permitting phase. After specifying the DWSD approval procedures, this memorandum describes the permitting and SRF requirements.

4. DWSD System Expansion Policy

In November 1998, the DWSD issued its "System Expansion Policy". According to this policy, capital costs will be charged to customers who wish to extend or expand sewer service within their community. This policy is in accordance with DWSD's "Growth Policy" that requires all system infrastructure growth to be self-supporting.

A community desiring sewer service from DWSD will have to determine the extent of their service needs by committing their sewer service requirements for a minimum period of 10 years. The future service projection assures DWSD that the community is requesting only the capacity they deem necessary and are able to finance.

If a customer's request for increased wastewater services from DWSD requires the construction of new or additional facilities, the cost of constructing those facilities shall be borne by the customer. The customer is responsible for DWSD's capital investment necessary to establish new capacity or additional facilities that DWSD will own. Customers can finance the infrastructure expansion in one of the following ways:

- An up front payment of the full sum calculated by DWSD.
- A fixed monthly surcharge payment designed to amortize the cost of the investment over an agreed upon term.
- A combination of the above.

According to DWSD's "System Expansion Policy", customers requesting an increase in wastewater volume must pay an entitlement fee for this increase. An entitlement fee is a one-time charge that is used to offset future capital requirements of the transmission/interceptor and treatment system when additional capital investments are required because of the increased usage. This fee is needed because the original DWSD conveyance system volume was based on supplying system peaking flows for the existing customers.

4.1 Customer Request for System Expansion

Customer requests, either for new or expanded service, are sent to the DWSD Director, Deputy Director, or one of the Assistant Directors. The request is then evaluated through an internal evaluation process. The Engineering Services Division conducts a technical feasibility study and the Financial Services division conducts a rate evaluation.

4.1.1 Technical Feasibility Evaluation

The DWSD Engineering Services Division Water Systems Design Group and Wastewater Design Group are responsible for the design of sewers, force mains and sewage pump stations. The Water Systems Design Group is divided into the Planning, Major Pipeline Design, Urban Systems Design, and Suburban Systems Design sections.

The Suburban Systems Design section is in charge of reviewing the design of wastewater conveyance systems in the suburban communities. DWSD does not evaluate the design within the customer's service area to avoid liability for any design flaws within the customer's service area. However, DWSD requires the customer to conform to DWSD's minimum standards for design and construction. These standards are stated in DWSD's "Guidelines for sewer system design, detailing and construction in the City of Detroit." The designs are reviewed to verify that the pipe materials used are consistent with DWSD specifications and to assure that minimum pipe size standards are met. The design of the point of connection to the DWSD system is checked to verify that the pipe size is adequate and consistent with DWSD specifications.

If the customer connection requires construction of a new interceptor within the customer's service area to bring flow to the DWSD collection system, the Planning section would evaluate the hydraulic impact of this additional flow. DWSD will be in charge of this new infrastructure construction and will recover the associated cost from the customer. The Planning section would document the current and projected population and wastewater flows, future maximum flow for which the sewer is being designed, and diameter and slope of the pipes.

Based on the Planning section findings, the Major Pipeline Design section is responsible for the design of the interceptor. Using the hydraulic design from the Planning section, this section is responsible for all other aspects of the design, including pipe material type, pipe joints, footings, and layout. The Engineering Services Division – Wastewater Construction group, manages these construction projects in the suburban communities. The customer is responsible for the design of the sewers within their service area. DWSD does not assume any responsibility for these designs.

Figure 1 shows the DWSD approval steps in a flowchart.

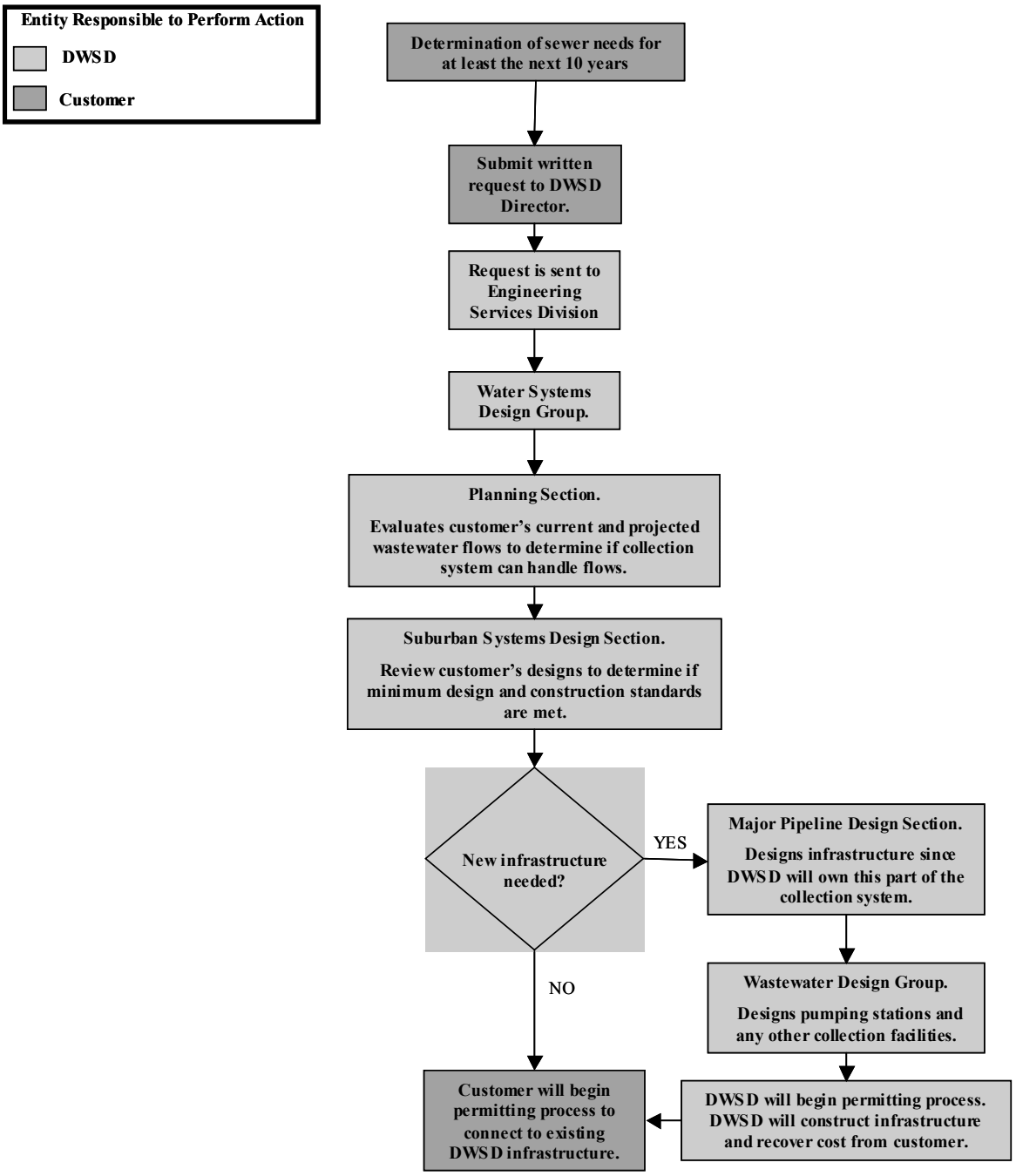

Figure 1. Flowchart of the DWSD Process of Approving Service Requests

4.1.2 Rate Evaluation Procedure

DWSD's Financial Services and Financial Planning Divisions are in charge of the rate setting process for all customers. The wholesale rate (cost per unit flow) is established for the entire services area and is common to all customers. The wholesale rate is based on projected total operation and maintenance costs for the primary collection system (main interceptors and sewage pumping stations) and treatment system (wastewater treatment plant), and any capital costs incurred on the "backbone" infrastructure. The "backbone" infrastructure includes the wastewater treatment plant, three main interceptors, and sewage pumping stations. The wholesale rate is calculated at the beginning of each year.

Proposed rates are presented to each customer early in the annual cycle. The rates are then presented to the Board of Water Commissioners (BOWC) for their approval and then to the Detroit City Council for their approval.

5. Modification of Sewer System

Once approval has been granted by DWSD to allow a modification to the current conveyance system, permits must be obtained from the proper permitting authorities. In order to perform any modification of a sewer conveyance system, a 'Permit Application for Wastewater Systems' must be submitted to the MDEQ per Part 41 of Act 451. The permit will expire two years after the date of issuance unless construction has been initiated prior to expiration. The Part 41 permit application also entails complying with the following required and project-specific regulations:

Required

- Notification to public utilities in accordance with Act 53 (MISS DIG).
- All earth-changing activities are to be conducted in accordance with the requirements of the Soil Erosion and Sedimentation Control Act (Part 91 of Act 451). This requires that a Part 91 permit be obtained.

Project-Specific

- Any activity impacting wetlands must meet the requirements of the Wetland Protection Act (Part 303 of Act 451).
- Construction activity in a 100-year floodplain requires a floodplain permit (Part 31 of Act 451).
- If the construction area is to disturb five or more acres of land, an NPDES permit is required. This permit would authorize the discharge of stormwater from the construction activities.
- If the construction is in or adjacent to a site of soil or groundwater contamination, a plan must be submitted for handling contaminated soils and/or groundwater disturbed during construction.

- If the downstream collection system has overflowed or flooded basements in the past five years, a listing must be included of such events in the past five years including date, location, cause, and corrective action taken.

- If the downstream collection system owner has entered into an agreement (satisfactory to the MDEQ) to address sanitary sewer overflows and basement floodings, the agreement name and number must be included.

- Permits from local governmental agencies may be required.

The application for the Wastewater Systems Permit is to be completed by the municipality or organization that will own the wastewater facilities to be constructed. The permit must be obtained before any construction or alteration of a sewerage system begins. A professional engineer registered in the State of Michigan must prepare the plans and specifications submitted with the permit application.

The Water Division of the MDEQ will review the permit application. There is no statutory time limit in which MDEQ must issue the permit. The regulations state that the MDEQ shall review the application as soon as practicable to determine completeness with regard to the minimum requirements specified in Part 41 and acceptability with regard to accepted design standards for wastewater facilities in the State of Michigan. Upon the determination that the submitted permit application is acceptable, the MDEQ will issue the permit.

The Part 41 permits are not put on public notice by the MDEQ. The municipalities where the actual construction will be taking place may notify the local community through the process required to obtain a local construction permit.

Upon completion of the project, a construction certification statement must be submitted to the MDEQ district office that issued the permit.

5.1 Required Permits for Part 41 Submittal

The following section explains in detail other requirements that must be submitted with a Part 41 permit application.

5.1.1 Soil Erosion and Sedimentation Control Act (Part 91 of Act 451)

A Soil Erosion and Sedimentation Control Permit is required for any earth changing activity that disturbs one or more acres of land or is within 500 feet of the water's edge of a lake or stream.

The Soil Erosion and Sedimentation Control Permit requires that a soil erosion and sedimentation control plan be submitted with the Part 91 application. The plan shall be designed to effectively reduce accelerated soil erosion and sedimentation and shall identify factors that may contribute to soil erosion and/or sedimentation.

The landowner is responsible for filing the application for a Soil Erosion and Sedimentation Control Permit. The "landowner" means the person who owns or holds a recorded easement on the property or is engaged in construction in a public right-of-way.

The MDEQ, under the rules of Part 91, designates the county or municipality as the administrative and enforcement agent of Part 91. The permit application is submitted to the appropriate county or municipal authority. Based on the information in the DWSD Wastewater Master Plan, Table 1 shows the following areas to be sewered by the year indicated:

Table 1. Areas to be Sewered by 2050

Year	Areas to be sewered
2010	270 acres in Novi
	85 acres in Farmington Hills
	230 acre parcel and a 716 acre parcel in Oxford Township
2030	50 acres in Farmington Hills
	110 acres in Farmington Hills
	965 acre parcel and a 578 acre parcel in Oxford Township
2050	66 acre parcel, 323 acre parcel, and a 258 acre parcel in Oakland Township
	5 acres in Orion Township
	723 acres in Independence Township
	311 acre parcel and a 342 acre parcel in Oxford Township
	389 acres in Metamora Township

All of the above areas are in Oakland County except for Metamora Township, which is in Lapeer County.

A county or municipal enforcement agency shall approve or deny an application for a Part 91 permit within 30 days after the filing of a complete application. A list of the Part 91 permitting agencies within the current and projected DWSD service area is shown in Appendix A. Once issued, the Soil Erosion and Sedimentation Control Permit is valid through the projected completion date stated in the permit application.

5.1.2 Notification to Public Utilities in accordance with Act 53 (Protection of Underground Facilities)

Any agency responsible for excavating shall notify the MISS-DIG utilities communications program at least three full working days, but not more than 21 calendar days, before commencing the excavation.

Not less than one working day before the proposed construction, the public utilities shall inform the agency performing the construction of the approximate location of the underground facilities owned or operated by the public utility in the proposed construction area. This information is to be used by the agency performing the construction to employ hand dug test holes or other similar means of establishing the precise location of the underground facilities in advance of the construction. Stakes or other physical means using the prescribed color-coding shall identify the approximate locations.

5.2 Project Specific Requirements for Part 41 Submittal

The following section explains in detail the project specific requirements that may be required with a Part 41 permit application. The permits listed in this section must be issued prior to the submittal of the Part 41 permit application.

5.2.1 Wetlands Protection Act (Part 303) and Floodplain (Part 31) Permits

A "Joint Permit Application" has been developed to facilitate the state and federal programs administered by the MDEQ and the United States Army Corp of Engineers, respectively. This application is for activities where land meets water.

The application is to be submitted by either the property owner where the activities are to take place or by the entity that proposes to undertake the activity. The applicant must describe the proposed construction activity and the alternative options considered to avoid or minimize impacts. The options should include alternative construction technologies, alternative project layouts and design, alternative locations, local land use regulations and infrastructure, and pertinent environmental and resource issues.

The permit application is sent to the MDEQ's Great Lakes Management Division – Permit Consolidation Unit (PCU). The PCU will review the application for completeness and send it to the appropriate MDEQ District/Field Office for site inspection and final processing. The PCU review time for complete applications ranges from 15 to 45 days. District/Field Office processing times usually range from 60 to 90 days. Processing times will be longer if a public hearing is held.

Once issued, the permit is valid through the projected completion date stated on the permit application.

5.2.2 NPDES Stormwater Permit

For construction activities that disturb five acres or more, a NPDES stormwater permit is required. To apply for a stormwater permit, a "Notice of Coverage" application must be submitted to the Water Division of the MDEQ. This application is to be completed by the landowner or easement holder. The application must include an issued Soil Erosion and Sedimentation Control Act (Part 91) permit. The MDEQ does not require an individual stormwater permit for construction activities; these activities are covered under a 'permit-by-rule' program. Upon receipt of the "Notice of Coverage" application and the previously issued Part 91 permit, a NPDES stormwater permit will be issued. The permit is valid through the projected completion date stated in the Part 91 permit.

5.2.3 Other Requirements

The sections of the Part 41 permit that required documentation of downstream collection system overflows or agreements would have been addressed during the DWSD review prior to application for a Part 41 permit. This documentation must be submitted with the Part 41 permit.

Permits for building, electrical, mechanical, and plumbing activities are under the jurisdiction of the local government (city, township or village) where the activity is to take place.

Figure 2 illustrates the regulatory process required to obtain a Part 41 permit for changes to the DWSD infrastructure.

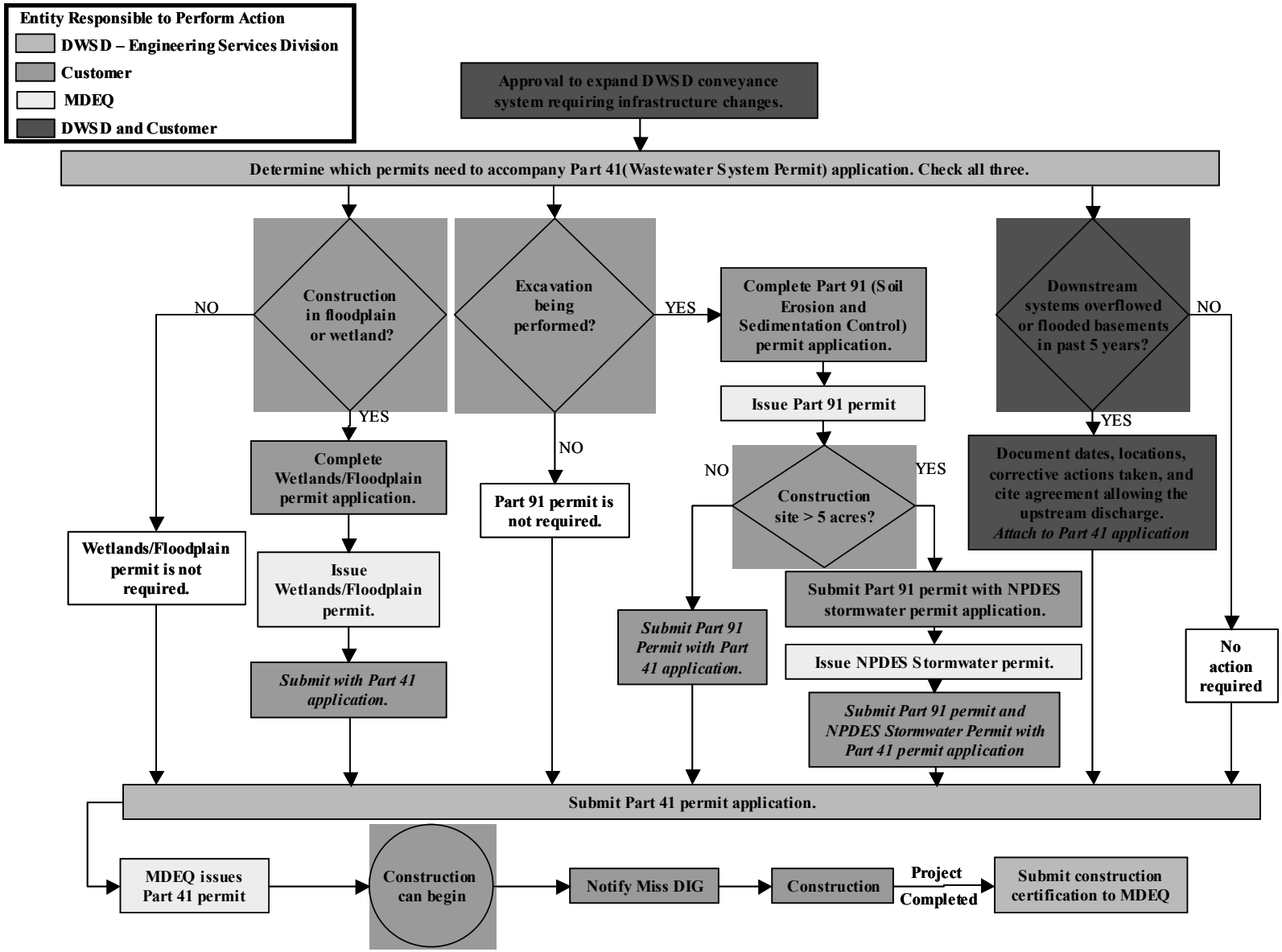

Figure 2. Flowchart of Part 41-Wastewater Systems Permit Process

5.3 Example - DWSD Expansion into Lapeer County

According to the Wastewater Master Plan, DWSD plans on providing wastewater service to a 390-acre area of Metamora Township in Lapeer County. The following section gives an example of the regulatory and permitting requirements needed to facilitate this expansion.

When Metamora Township (the customer) determines that it wishes to receive sewer service from DWSD, the Township or Lapeer County Drain Commissioner would submit a written request for service to the DWSD Director. This request would need to include the Township's sewer demands projected for at least the next 10 years.

The DWSD Director would send the request to the Engineering Services Division for evaluation. Within the Engineering Services Division, the Water Systems Design Group would perform the evaluation. Under this Group, the Planning Section would evaluate if DWSD's current system could handle the customer's current and future flows. The Suburban Systems Design Section would review the customer's design to assure it meets minimum design and construction standards. DWSD is not responsible for the actual design.

If SRF money is to be used to finance part of this project, the project plans can only be submitted once per year – July 1. A determination would need to be made as to whether the project would be eligible for SRF funding and whether the Township can perform the project if funding is not received. If construction could not occur without SRF funding, then design work would need to be postponed until the project could be funded by the SRF.

Since Metamora Township is an appreciable distance from the current DWSD interceptor system, it is assumed that an interceptor would be needed to convey the flow to the current system. The Major Pipeline Design Section would design this interceptor. The Wastewater Design Group would design the required pumping stations and any other collection facilities. DWSD would construct the interceptor and associated facilities and recover the costs from the Township. The Township would be responsible for constructing the smaller sewers that would eventually connect to the constructed DWSD interceptor.

Before any construction takes place, the agency performing the construction must obtain a Part 41 (Wastewater System Permit) from the MDEQ. In the case of the interceptor, DWSD must obtain the Part 41 permit since they will own the interceptor. Because the Township would own the sewers that connect the interceptor, the Township would be required to obtain a Part 41 permit for construction of those sewers that will connect to the DWSD system.

The other permits associated with the Part 41 permit must be obtained by the landowner where construction is to take place. The Part 91 (Soil Erosion and Sedimentation Control) permit application would be submitted to and issued by the

Lapeer County Drain Commissioner. Once the Part 91 permit is issued, a copy of the permit must be submitted with the Notice of Coverage NPDES Stormwater Permit application to obtain a stormwater permit from the MDEQ.

Any downstream flooding or system overflows should have been documented and addressed during DWSD approval for the system modification. This documentation would need to be submitted with the Part 41 permit.

Upon issuance of the Part 41 permit from the MDEQ, construction may begin. Building, electrical, mechanical, and plumbing permits must be obtained at the local (city, township, or village) level. At least three days before excavation begins, the MISS DIG Utilities Communication Program must be notified to mark any buried utilities.

When construction is completed, a construction certification must be submitted to the MDEQ.

6. State Revolving Fund

Overview of Funding Process

The MDEQ's Environmental Science and Services Division (ESSD) administers the SRF program. The SRF provides low interest loans to municipalities for making improvements to their wastewater treatment systems. The selection of projects to be funded is based on a point system for various criteria including whether the treatment plant is currently in compliance with their NPDES permit and State water quality standards and if the discharges from the treatment system endanger public health. The projects with the highest point totals are selected for funding. The number of projects funded from year to year varies based on the amount of money available and the cost of the projects. Large projects, such as sewer separation, are divided into phases and have the opportunity to receive funding each year. Projects that receive funding for the initial phase are given first priority for subsequent phases scheduled in the next three years. A certain amount is set aside to ensure that smaller communities also receive the opportunity for funding.

With the passage of Proposal 2 by voters on November 5, 2002, changes will be made to the SRF program. These changes will not be effective until 2004 at the earliest. The SRF program will:

1. Create a new revolving fund called the Strategic Water Quality Initiatives Fund (SWQIF). Projects that could potentially receive these funds include improvements to reduce or eliminate the amount of groundwater or stormwater entering sanitary or combined sewer leads and upgrades or replacement of failing septic systems adversely affecting public health or the environment.

2. Provide up to 1 billion dollars in additional revolving funds above the amount currently allocated by the State. Ten percent of the money can be issued each year.

3. Provide guidelines for how the money is allocated between the programs. Ninety percent of the money is to be directed towards SRF projects and ten percent to SWQIF projects. A minimum of two percent of the funds must be spent on non-point source projects.

4. The SRF point scoring process and number of lists would change. MDEQ will issue three separate lists: SRF funding, non-point source funding, and SWQIF funding. Two new 100 point categories would be added to the SRF point structure. Up to 100 points would be available for projects addressing on-site systems having an adverse affect on public health and/or environment that are in areas that have poor soil quality. An additional 100 points could be awarded for projects that incorporate septage acceptance/treatment facilities. The SWQIF point system will be the same as the revised SRF system with the exception that no points will be awarded for population.

The Southeast Michigan Council of Governments (SEMCOG) is the designated regional planning authority and develops the water quality initiatives for the area. However, they do not have the ability to enforce the water quality plan. That power is held by the MDEQ. It is anticipated that SEMCOG will review the plan and may provide comments for consideration, but ultimate approval will be provided by MDEQ.

The process to receive State Revolving Funds begins with the submittal of a project plan to the MDEQ. The applicant would depend on where the project was located and who owned the collection system. Funding is generally not available for sewer extension due to population growth. However, exceptions may be made if the area to be sewered has environmental problems, such as failing septic systems.

6.1 Preparation of Project Plan

The project plan is prepared by the municipality that owns the collection system or a hired consultant. Elements to be included in the project plan include:

- Description of existing wastewater treatment system
- Identification of problem(s) with wastewater treatment system
- Description of required local information (i.e. climate, historical landmarks, presence of endangered species, etc.)
- Description of environmental impacts
- Description of alternatives considered
- Presentation of life cycle costs for alternatives
- Identification of selected alternative

- Presentation of user charge for repayment of loan

Once the draft project plan is prepared, it is submitted to the MDEQ for review. In addition, a 30-day public notice is published in the local newspaper advertising the public hearing date to discuss the project plan. The public hearing is held and a transcript of the proceedings is included in the project plan as an appendix. Any comments from the MDEQ and public are incorporated into the final project plan, which must be submitted to the ESSD by July 1.

6.2 MDEQ Selection

The MDEQ will review the project plans submitted by the municipalities and will assign points based on the following categories:

- Water Quality Exceedances
  - Dissolved Oxygen
  - Nutrients
  - Toxic Materials
  - Microorganisms/Pathogens
  - Groundwater Discharge
- Enforcement – Construction necessary to comply with an established order, permit, or other document issued by the State against a municipality
- Existing Population Served by Treatment System (larger population results in higher points)
- Dilution Ratio of WWTP Discharge Flow to Receiving Stream Flow (lower dilution ratio results in higher points)

Each category has a maximum possible score of 100 points, with the exception of the enforcement category that has a maximum of 300 points. In addition, each subcategory under water quality exceedances could receive up to 100 points each (i.e. a project plan could potentially receive up to 500 points for water quality exceedances).

In mid-September, the MDEQ schedules a public hearing to receive input on the draft Project Priority List. Any changes are made prior to preparation of the final list, which is issued on October 1. The federal government then informs the State of the amount of funding available. The top projects in each category are notified that they

will receive funding (identified as fundable range projects). The remaining projects may receive funding if the selected projects do not meet the milestone deadlines. The projects are divided into quarters based on the State's fiscal year:

- First Quarter – October through December
- Second Quarter – January through March
- Third Quarter – April through June
- Fourth Quarter – July through September

The assigned funding quarter determines the submittal dates for future action items, as shown in Table 2. A project assigned in the fourth quarter has the same guarantee of funds as a project in the first quarter (i.e. all of the money is not expended during the first quarter).

Table 2. Example Schedule for Fiscal Year 2004

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Part I of Application Due (general financial info)	9/8/03	12/2/03	2/27/04	6/1/04
Part II of Application Due FNSI Clearance (project plan approval) Plans & Specs Approval User Charge System Approved	9/29/03	1/5/04	4/2/04	6/25/04
Bid Ad Placed No Later Than	9/27/03	1/3/04	4/3/04	6/26/04
Part III of Application Due Bid Data Submittal	11/12/03	2/17/04	5/19/04	8/12/04
MDEQ Order of Approval Issued	11/25/03	3/9/04	6/8/04	9/2/04
Borrower's Pre-Closing with the Michigan Municipal Bond Authority (MMBA)*	12/8/03	3/15/04	6/16/04	9/13/04
MMBA Closing	12/18/03	3/25/04	6/24/04	9/23/04
* In addition to MMBA requirements, all municipal bond sales must be reviewed and approved by the Local Audit and Finance Division of the Michigan Department of Treasury.				

The MDEQ will also review the potential environmental impacts of the proposed project. If no significant impact is expected, a Finding of No Significant Impact (FNSI) will be issued. If the MDEQ has concerns about the impacts of the project, an environmental impact statement may be required.

The municipality has 30 days to accept the MDEQ's offer of funding.

6.3 Bonding

The municipality applying for funds must have a bond rating of investment grade or higher. If the bond rating is not acceptable, the municipality could request that a larger entity, such as the township or county apply for the funding. Other alternatives could be discussed with a bond attorney.

6.3.1 Application

The application consists of three parts and is to be prepared by the municipality requesting financing. The first part requires the municipality to provide financial information and requests a list of advisors that will be assisting the municipality with the SRF project. The Michigan Municipal Bond Authority reviews Part I of the application. Parts II and III are reviewed by the ESSD at MDEQ. The second part of the application requests that the municipality provide information related to SRF program requirements including certifications required by federal and state rules. Part III deals with bid information and an estimated loan disbursement schedule.

6.4 Review and Approval of Plans and Specifications

The MDEQ will review the plans and specifications, or bidding documents, prepared by a licensed professional engineer. The plans and specifications must conform to the SRF program requirements and the Recommended Standards for Wastewater Facilities ("Ten States Standards"). Design Criteria for Mechanical, Electric, and Fluid System and Component Reliability published by the U.S. Environmental Protection Agency will also be reviewed. A Part 41 construction permit application should accompany the final documents that incorporate the MDEQ comments. The MDEQ will then issue a Part 41 construction permit. Any changes to the final bidding documents must be submitted to the MDEQ for review and approval.

6.5 User Charge System

In order to ensure that the funds for wastewater treatment are available for future projects, the MDEQ verifies that the municipality has developed adequate user charges to cover operation, maintenance, and replacement costs of the new system, as well as sufficient funds to meet the loan payments. The MDEQ will also verify that the municipality has the legal ability to assess and collect the user charges. Intermunicipal agreements may be necessary, depending on the service area of the proposed project.

6.6 Bids

A bid advertisement, prepared with the help of a consultant, must be distributed and the bids received prior to the Order of Approval. The received bids should be submitted with the third part of the funding application.

6.7 Order of Approval

Once all three parts of the application have been submitted, the project plan and user charge system are approved, and the construction permit issued, the DEQ will provide the MMBA with an Order of Approval. The Order of Approval contains the dollar amount of the loan, the term (i.e. 20 years), and the interest rate (currently 2.5 percent), as well as the date when principal payments will begin. Also attached to the Order are:

- A cost summary of eligible items for each component of the project, plus a 4 percent contingency
- A description of the project and the required permits
- Special conditions placed upon the applicant, if applicable.

The Order is a binding commitment of loan funds, but does not guarantee receipt of the loan.

6.8 Loan Closing

The loan closing is scheduled by the MMBA. Several weeks are allowed in order to ensure that all of the necessary documents have been submitted to the MDEQ and MMBA. These documents are listed in Table 3 and indicate who is responsible for developing the item:

Table 3. Loan Closing Documents and Responsible Party

Document	Municipality	MDEQ	MMBA	Bond Attorney
Supplemental agreement	X	X	X	
Bond resolution or authorizing ordinance	X			
Purchase contract	X		X	
Bond issuer's certificate				X
The Bond			X	

6.9 Construction

After the loan closing, the project can be awarded to the selected bidder. A pre-construction meeting between the parties involved (municipality, engineer, MDEQ, and contractor) is held to discuss the project. MDEQ will perform periodic site inspections during the construction process.

Any change orders must be reviewed and approved by the MDEQ for funding eligibility and technical aspects related to the permit. Minimal cost items are defined as services or equipment, not included in the original loan, that cost less than $50,000.

A letter explaining the reason for the purchase and quotation from a minimum of two sources must be submitted to the MDEQ. These items can be purchased using the 4 percent contingency built into the loan.

The MDEQ must be notified 30 days prior to start-up of the facility.

Figure 3 illustrates the process involved in obtaining SRF monies.

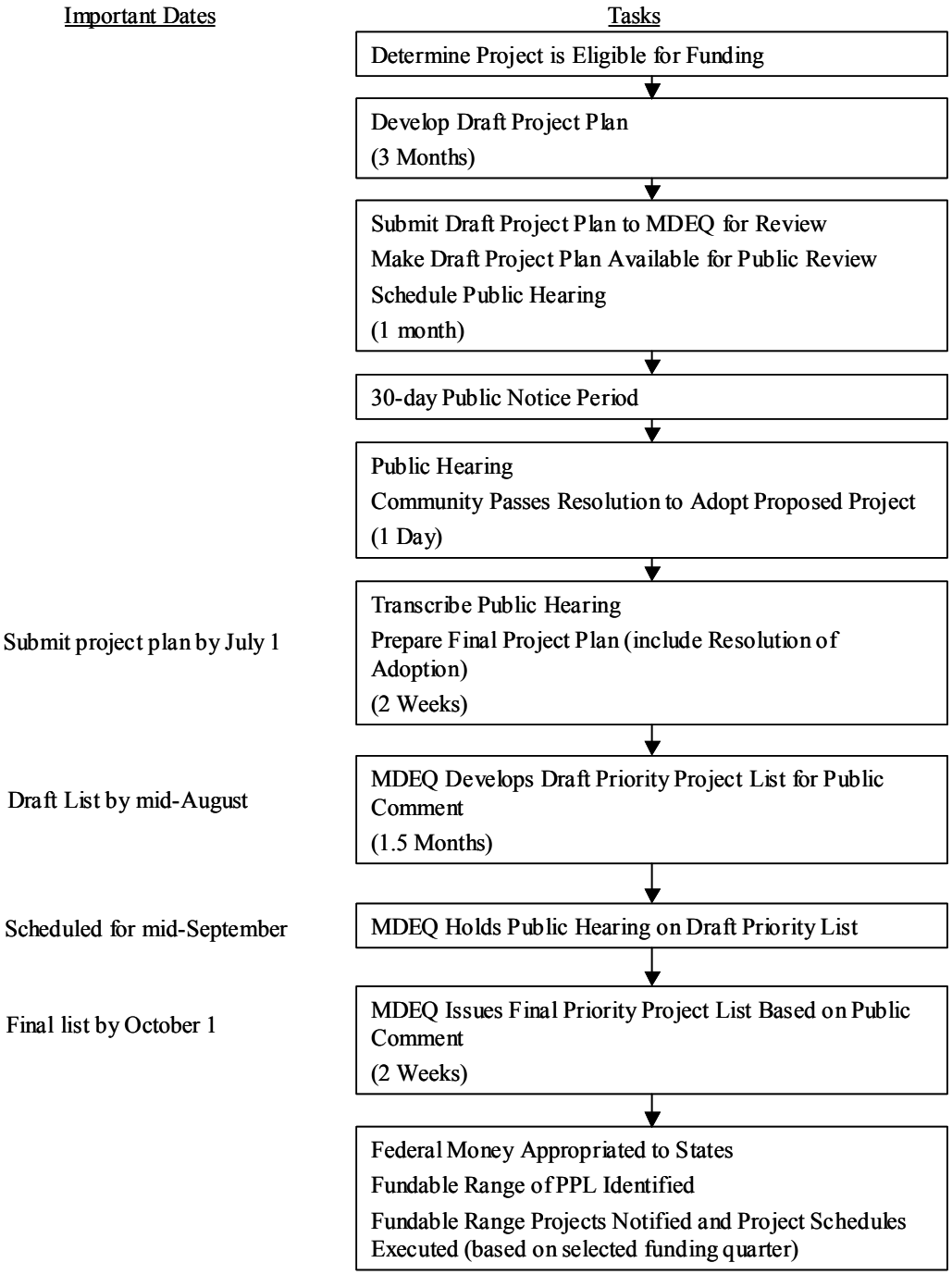

Figure 3. Process to Obtain State Revolving Funds

Appendix A

List of Soil Erosion and Sedimentation Control Act (Part 91) Permitting Agencies

	First Tier Communities	Communities in Sewage District	Soil Erosion Permitting Agency (Part 91)	Contact Title
1	Allen Park	Allen Park	City of Allen Park	Engineer
2	Centerline	Centerline	Macomb County Public Works	Soil Erosion Supervisor
3	Clinton-Oakland District	Auburn Hills	Oakland County Drain Commissioner	Drain Commissioner
		Clarkston	Oakland County Drain Commissioner	Drain Commissioner
		Independence	Oakland County Drain Commissioner	Drain Commissioner
		Lake Angelus	City of Lake Angelus	SESC Agent
		Lake Orion	Orion Charter Township	Supervisor
		Orion Township	Orion Charter Township	Supervisor
		Oxford	Oakland County Drain Commissioner	Drain Commissioner
		Oxford Township	Oakland County Drain Commissioner	Drain Commissioner
		Rochester	Oakland County Drain Commissioner	Drain Commissioner
		Rochester Hills	Oakland County Drain Commissioner	Drain Commissioner
		Waterford Township	Oakland County Drain Commissioner	Drain Commissioner
4	Dearborn East	Dearborn	City of Dearborn	Plans Examiner
5	Dearborn Northeast	Dearborn Heights	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
6	Dearborn West			
7	Evergreen-Farmington District	Birmingham (1)	City of Birmingham	Dir. of Eng.
		Beverly Hills	Oakland County Drain Commissioner	Drain Commissioner
		Bingham Farms	Oakland County Drain Commissioner	Drain Commissioner
		Bloomfield	Oakland County Drain Commissioner	Drain Commissioner
		Bloomfield Hills	Oakland County Drain Commissioner	Drain Commissioner
		Farmington Hills	City of Farmington Hills	Public Services Dir.
		Franklin	Oakland County Drain Commissioner	Drain Commissioner
		Keego Harbor	Oakland County Drain Commissioner	Drain Commissioner
		Lathrup Village	Lathrup Village	Building Inspector
		Orchard Lake Village	Oakland County Drain Commissioner	Drain Commissioner
		Southfield	City of Southfield	Design Engineer
		West Bloomfield	Charter Township of W. Bloomfield	Env. Mgmt. Planner
8	Farmington	Farmington	Oakland County Drain Commissioner	Drain Commissioner
9	Grosse Pointe	Grosse Pointe	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
10	Grosse Pointe Farms	Grosse Pointe Farms	City of Grosse Pointe Farms	Asst. Dir. Public Services
11	Grosse Pointe Park	Grosse Pointe Park	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
12	Hamtramck	Hamtramck	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
13	Harper Woods	Harper Woods	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
14	Highland Park	Highland Park	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.

Appendix A (continued)

List of Soil Erosion and Sedimentation Control Act (Part 91) Permitting Agencies

15	Macomb County			
		Chesterfield	Macomb County Public Works	Soil Erosion Supervisor
		Clinton Township	Macomb County Public Works	Soil Erosion Supervisor
		Fraser	City of Fraser	Building Official
		Harrison Twp/Harrison	Macomb County Public Works	Soil Erosion Supervisor
		Lenox	Macomb County Public Works	Soil Erosion Supervisor
		Macomb	Macomb County Public Works	Soil Erosion Supervisor
		New Haven	Macomb County Public Works	Soil Erosion Supervisor
		Shelby Township	Macomb County Public Works	Soil Erosion Supervisor
		Sterling Heights	City of Sterling Heights	City Engineer
		Utica	Macomb County Public Works	Soil Erosion Supervisor
		Washington Township	Macomb County Public Works	Soil Erosion Supervisor
16	Melvindale			
		Melvindale	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
17	NE Wayne County			
		Grosse Point Shores	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
		Grosse Point Woods	City of Grosse Pointe Woods	Building Official
18	Redford Township			
		Redford	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
19	Rouge Valley			
		Canton	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
		Garden City	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
		Inkster	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
		Livonia	City of Livonia	City Engineer
		Northville	City of Northville	Chief Building Officer
		Northville Township	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
		Novi	City of Novi	Building Official
		Plymouth	City of Plymouth	Building Official
		Plymouth Township	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
		Romulus	City of Romulus	Assistant Deputy
		Van Buren	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
		Wayne	Wayne County Dept. of Environment	Dir. Land Res. Mgmt.
		Westland	City of Westland	Chief Engr Aide
20	SE Oakland County District			
		Berkley	Oakland County Drain Commissioner	Drain Commissioner
		Birmingham (2)	City of Birmingham	Dir. of Eng.
		Clawson	Oakland County Drain Commissioner	Drain Commissioner
		Ferndale	Oakland County Drain Commissioner	Drain Commissioner
		Hazel Park	Oakland County Drain Commissioner	Drain Commissioner
		Huntington Woods	Oakland County Drain Commissioner	Drain Commissioner
		Madison Heights	Oakland County Drain Commissioner	Drain Commissioner
		Oak Park	Oakland County Drain Commissioner	Drain Commissioner
		Oakland Charter Township	Oakland County Drain Commissioner	Drain Commissioner
		Pleasant Ridge	Oakland County Drain Commissioner	Drain Commissioner
		Royal Oak	Oakland County Drain Commissioner	Drain Commissioner
20	SE Oakland County District (Continued)	Royal Oak Township	Oakland County Drain Commissioner	Drain Commissioner
		Troy	City of Troy	City Engineer
21	South Macomb Sanitary			
		Eastpointe		Soil Erosion Supervisor
		Roseville	City of Roseville	Engineer Aide
		St. Clair Shores	City of St. Clair Shores	City Manager
	Potential New Service Area			
		Metamora Township	Lapeer County Drain Commissioner	Drain Commissioner