



Georgia Environmental Finance Authority Septic-to-Sewer Program

Introduction

The Septic-to-Sewer Program will assist local governments and authorities with constructing viable wastewater treatment systems to enhance public health and prevent groundwater contamination. This program will provide grants to eligible applicants for the provision of sewer in jurisdictions with no public sewer service. This program is competitive; an application does not guarantee funding. GEFA may award up to \$3,000,000 per applicant, dependent on the number of applicants and funding availability. GEFA reserves the right to adjust the maximum award amount if needed.

What are GEFA's Objectives with the Septic-to-Sewer Program?

1. To provide sewer infrastructure in unsewered areas.
2. To provide gap funding for applicants who require a "boost" to bring the project to fruition.
3. To assist communities with educating residents on their role in protecting the new infrastructure.

Who Can Apply for Septic-to-Sewer Grants?

Georgia cities, counties, and local authorities that have no public sewer in their service areas.

How will GEFA Evaluate Grant Applications?

1. Every item on Qualifications Checklist must be satisfied.
2. Points are assigned on the funding checklist and readiness milestones checklist. GEFA will give priority to applicants with the highest scores.

Project Timeline Requirements?

Septic-to-Sewer Program applications will be accepted through **July 2, 2021**. Applicants must meet all items on the qualifications checklist to be eligible for Septic-to-Sewer funding.

GEFA anticipates announcing grant awards in **August 2021**. The grantees will have six months to execute grant agreements. Verification of a qualifications-based selection for architectural/engineering (A/E) services must be submitted as part of the grant agreement. GEFA will only reimburse project expenses after the State Environmental Review Process (SERP) process is complete. Grantees will be expected to initiate the construction procurement bid process **no later than one year** after grant execution.

What are the Post-Award Requirements?

See pages 2 and 3 for all federal requirements that apply to this program.

In addition to the federal requirements, the Septic-to-Sewer Program has an education component.

Grantees will be required to provide educational materials to residents who will be served by sewer through the project. GEFA will verify through photos that flyers, door hangers, or bill inserts are provided.

Expenses for educational materials are reimbursable through the Septic-to-Sewer funding.

Visit the Metropolitan North Georgia Water Planning District (Metro District) webpage, "Educational Materials Distribution Policy", to learn about the Metro District's initiative to provide educational materials to all jurisdictions in Georgia. Please contact technicalassistance@northgeorgiawater.com to inquire further.

The grantee must provide educational materials. Some examples of eligible materials are included, but grantees are not limited to the educational handouts provided in the following links:

- [Fats, Oils, and Grease \(F.O.G.\)](#)
- [Menu for a Cleaner and Healthier Environment](#)
- [Outreach Materials: "Don't Flush Baby Wipes" Campaign](#)

Federal Requirements

Davis-Bacon Wage Requirements

Davis-Bacon wage rate requirements apply to all projects funded by the Septic-to-Sewer Program. The Grantee shall insert in full in any contract in excess of \$2,000 that is entered into for actual construction, alteration and/or repair of a public treatment works, financed in whole or in part from the Septic-to-Sewer Program, and that is subject to the requirements of the Davis-Bacon Act, the document entitled "Supplemental General Conditions for Federally-Assisted State Revolved Fund," which can be located on the GEFA website at gefa.georgia.gov/loan-documents.

American Iron and Steel

American Iron and Steel (AIS) requirements apply to any project that is funded by the Septic-to-Sewer Program. The grantee shall insert in full in any contract that is entered into for construction, alteration, and/or repair of a public treatment works, financed in whole or in part from Septic-to-Sewer Program, the document entitled "American Iron and Steel (AIS) Special Conditions," which can be located on the GEFA website at gefa.georgia.gov/loan-documents.

State Environmental Review Process

All projects funded by the Septic-to-Sewer Program must undergo an environmental review via the EPA-approved State Environmental Review Process (SERP). This environmental review is conducted by EPD through either a Categorical Exclusion (CE) or Notice of No Significant Impact (NONSI) process. This process is designed to address issues such as environmental impact, potential historical preservation issues, potential endangered species concerns, and permit compliance. Grantees should review the "Guidance Document for Project Requirements" document, which can be located on the GEFA website at gefa.georgia.gov/loan-documents.

Disadvantaged Business Enterprise (DBE)

As a part of GEFA's grant agreement, recipients are required to encourage the participation of minority- and women-owned businesses in all project subcontracts. The state's Septic-to-Sewer percentage goals are four percent for Minority Business Enterprises (MBE) and four percent for Women Business Enterprises

(WBE). Grantees should review the “Supplemental General Conditions for Federally-Assisted State Revolved Fund,” which can be located on the GEFA website at gefa.georgia.gov/loan-documents.

Fiscal Sustainability Plans

Grantees must certify that a fiscal sustainability plan has been developed and will be implemented. The plan must include:

1. An inventory of critical assets that are a part of the treatment works;
2. An evaluation of the condition and performance of inventoried assets or asset groupings;
3. A certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan; and
4. A plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

Grant agreements signed between GEFA and the grantee will contain certification language pertaining to this fiscal sustainability requirement.

Architectural/Engineering Qualification-Based Selection Process

Grantees must comply with Section 602(b)14 of the Federal Water Pollution Control Act, which requires competitive procurement for architectural and engineering (A/E) services through a qualifications-based selection (QBS) procedure. This applies to contracts for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or other engineering-related services. To be eligible for funding from the Septic-to-Sewer program, all grantees must comply with the following A/E selection requirement:

- If the anticipated project cost is less than \$1,000,000 and A/E services are less than \$100,000, a QBS procedure is not required.
- If the anticipated project cost is \$1,000,000 to \$3,000,000 and A/E services are more than \$100,000, a **ONE-STEP procurement** is required for selecting an A/E firm. In a one-step procurement, the grantee selects a consultant based on the scoring methodology that has been published in a Request for Qualifications for A/E Services.
- If the anticipated project cost is more than \$3,000,000 and A/E services are more than \$100,000, a **TWO-STEP procurement** is required for selecting an A/E firm. In a two-step procurement, the grantee uses the scoring methodology published in its RFQ to narrow down the candidates to three to five “finalist” firms. Then, the grantee interviews the “finalist” firms to select the most qualified candidate.

Guidance and templates for a one-step and two-step QBS process can be found on the GEFA website at gefa.georgia.gov/architectural-and-engineering-services.



Septic-to-Sewer Program Application

Applicant Name			
Contact Person		Title	
Address			
City and Zip Code			County
Telephone Number		Fax Number	
Email Address			
Federal EIN		DUNS No.	

Qualifications Checklist	Yes	No
Governing Body Commitment Submit a resolution or meeting minutes from a public meeting where the governing body makes a commitment to apply to GEFA for the Septic-to-Sewer Program.		
No Sewer in Service Area The applicant has not begun converting any of the service area to sewer.		

Readiness Milestones Checklist			
	Complete (5 points)	In Process (3 points)	Not Started (1 point)
A/E Services Procured			
State Environmental Review Process			
Design/Plans and Specifications			

Funding Checklist			
	Yes	No	Point Value
Other Funding Sources Secured			5
Other Funding Sources Identified			3
No Other Funding Sources Identified			1

Fill out the tables below to include details on the sources of funds. Provide estimates on costs for construction, contingencies, engineering/inspection, legal/administrative, and other.

Funding Source(s):	Date Available:	Amount:
		\$
		\$
		\$
Amount requested from Septic-to-Sewer Program:		\$
Total project cost:		\$

Item	Total	Septic-to-Sewer Funds	Other Funding Source(s)*
Construction			
Contingency			
Engineering & Inspection			
Administrative/Legal			
TOTAL			

* Add as many columns as needed for other funding sources

Schedule

What is the proposed project schedule? If actual dates are available, please include them in the appropriate column.

Action	Date
Plans and specs submitted to EPD	
Bid opening	
Notice to proceed	
Completion of construction	

I certify that I am authorized to sign this application on behalf of our governing body.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Submit complete application to:

Georgia Environmental Finance Authority
Water Resources Division
233 Peachtree St NE
Ste 900
Atlanta, GA 30303-1506

OR

waterresources@gefa.ga.gov

GEFA Qualification-Based Selection (QBS) Certification

Section 602(b)(14) of the Federal Water Pollution Control Act (FWPCA) requires competitive procurement of architectural and engineering (A/E) services through a qualifications-based selection (QBS) process. This requirement applies to contracts for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or other engineering-related services.

Effective January 1, 2021, all recipients of GEFA's federal and state funding programs must follow a Qualification-Based Selection (QBS) process to competitively procure their A/E services for a project to be eligible for funding.

GEFA Qualification-Based Selection (QBS) Process Review and Elements

GEFA reserves the right to review any QBS process to ensure compliance with the requirements of FWPCA Section 602(b)(14). If any element of the QBS process is found to be out of compliance with federal requirements, corrective action will be required of the loan recipient and must be completed within GEFA's designated time frame.

Elements of GEFA's review can include but are not limited to: ensuring that the recipient developed a QBS process, ensuring that the developed QBS contained the appropriate level of depth and complexity, and ensuring that the QBS process was implemented.

Qualification-Based Selection (QBS) Certification

Please select one of the following three certification options (required):

- I certify that the anticipated project cost is less than \$1,000,000 and A/E services are less than \$100,000. A QBS process is not needed to procure A/E services.

- I certify that the anticipated project cost is between \$1,000,000 and \$3,000,000 and A/E services are more than \$100,000. A one-step QBS process has been completed or will be completed to procure A/E services.

- I certify that the anticipated project cost is more than \$3,000,000 and A/E services are more than \$100,000. A two-step QBS process has been completed or will be completed to procure A/E services.

Applicant Name:	
Authorized Certifier #1:	Authorized Certifier #2:
Title:	Title:
Signature:	Signature:
Date:	Date: