



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

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# Clean Water State Revolving Fund

## 2026

## Construction Project Evaluation

## Form Instructions and Guidance

## INTRODUCTION

This document contains the instructions and other information relative to supporting documentation required to be submitted as part of the Project Evaluation Form for:

### Clean Water Construction

The Massachusetts Department of Environmental Protection (MassDEP) seeks to finance projects that mitigate documented impacts to public health or the environment and encourages proponents to complete comprehensive planning and alternatives analysis for potential construction projects. Details supplied through the Project Evaluation Form (PEF) will help MassDEP to determine the extent to which the proposed project meets the goals of the State Revolving Fund (SRF) program.

## GENERAL INFORMATION

Please complete all parts of this form on the eSRF Portal by using the following link:

[State Revolving Fund Applications & Forms | Mass.gov](#)

If you need assistance in filling out the online PEF, please contact our SRF Data Support Team at

[srfmadep@mass.gov](mailto:srfmadep@mass.gov)

**Use of This Form** - This form is for proponents seeking financial assistance from the Massachusetts Clean Water Trust's State Revolving Fund (SRF) Program for construction of water pollution abatement projects.

**General Eligibility** – The Project schedule for any proposal must meet the following deadlines:

Local Appropriation of Project Cost: **June 30, 2026**

Loan Assistance Application: **October 2, 2026**

Construction Commencement: Six months from the issuance of the Project Approval Certificate (PAC) no later than **June 30, 2027, whichever is earlier.**

### Readiness to Proceed

Readiness to proceed is an important criterion for SRF financial assistance. Borrowers must secure a local appropriation of the total cost of the project by **June 30, 2026**, and submit a complete loan application with buildable plans and specifications by **October 2, 2026**. All projects, including those eligible to receive principal forgiveness, must have a fully executed construction contract by **June 30, 2027**. Once a Project Approval Certificate is issued, the borrower has 6 months to initiate the project. Proposals that do not meet these deadlines may be removed from the IUP and may be replaced by a lower ranked project which is ready to proceed. Projects without fully executed construction contracts by **June 30, 2027**, will not be eligible for principal forgiveness. Due to limited resources, there will be no extensions beyond the dates noted above.

**Deadlines** - Proponents seeking SRF financing for construction of water pollution abatement projects must complete the online PEF to be submitted no later than 12:00 noon on **July 25, 2025**.

No changes to the submitted narrative may be made or new documentation submitted to the PEF after the **July 25, 2025** deadline, unless MassDEP requests it. MassDEP reviewers will then evaluate and rank the PEFs based on the submitted information according to the scoring criteria contained within this Instructions and Guidance document. MassDEP reviewers may request additional documentation that was referenced but was not submitted with the PEF.

**Proponents are reminded of the importance of this deadline as there will be no reconsideration of scoring decisions based on information that was not made available to reviewers during the PEF submittal period.**

**Project Ranking Information** – [CWSRF PEF Construction Ranking System](#)

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**PART I – APPLICANT AND PROJECT IDENTIFICATION AND CERTIFICATION**

**1. Local Government Unit (LGU)** – Any town, city, district, commission, agency, authority, board or other instrumentality of the commonwealth or of any of its political subdivisions, including any regional local governmental unit defined in M.G.L. c. 29C, which is responsible for the ownership or operation of a water pollution abatement project and/or drinking water project and is authorized by a bond act to finance all or any part of the cost thereof through the issue of bonds.

**2. Authorized Representative** - Provide the name, title, complete mailing address, phone number and email address of the authorized representative. The application must contain a resolution or authorization designating by title the official (Mayor, City or Town Manager, Chairperson of the Board of Sewer Commissioners, Chairperson of the Select Board, etc.) to act as the representative of the applicant to sign for, accept, and take whatever action is necessary relative to the project. In the city form of government, the City Council will generally name the authorized representative. If the community is governed by Town Meeting, then the Town Meeting action will name the appropriate group, such as the Select Board or Board of Public Works. The appropriate governing body will then name the authorized representative. If the authority to file statement names an office, then a certified statement is required specifically identifying the individual currently holding that office. For wastewater districts, provide the requisite authorization of the governing board.

In the event the authorized official is replaced while the project is still active, a revised statement naming the new incumbent and the effective date of appointment must be submitted. On occasion an authorized representative may desire to delegate to another person the authority to also act on their behalf in processing paperwork during the implementation of the project. This is accomplished by having the authorized representative submit a letter advising of this delegation.

**3. LGU Project Primary Contact Person** (if different from above) – Provide the name, title, mailing address, phone number and email address.

**4. Engineering/Consultant Firm, Agency or same as LGU** (Prefilled by eSRF Portal)

**5. Engineer or Consulting Firm Contact Person** – Provide the name, mailing and email address and phone number.

**6. Project Name** (limited to 50 characters)

**7. Project Description** – (limited to 1000 characters) provide a brief description of the planned project. The description should include, as applicable, information such as the nature and severity of the public health/environmental problem being addressed, the size and type of wastewater treatment plant(s), the size of pumping station(s), size and length of sanitary sewers and force mains, description of rehabilitation of sewers, type of non-point source abatement project, whether the project is part of a phased project, whether the project is required by enforcement action, and the anticipated outcome of the project. Link for [examples of clean water project descriptions](#).

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**PART II – PROJECT COST AND SCHEDULE**

**1. Preliminary Project Information**

- Provide planning report title, report date, start and finish date of the design of the plans and specifications.
- Provide planned loan application submittal date to MassDEP.
- Is the project primarily a nutrient management project?
- Is the project subject to [Massachusetts Environmental Policy Act](#) (MEPA) review?
- Is the project in compliance with the [Massachusetts Flood Risk Management Standard](#) (MFRMS)?
- Has the project been submitted to the [Massachusetts Historical Commission](#) (MHC) for review?

**2. Estimated Project Cost and Schedule**

List each **Contract** number and name, along with the associated anticipated start and end dates and the total costs broken down by SRF-eligible and ineligible costs consistent with the MassDEP's "Policy on Eligible Project Costs".

<https://www.mass.gov/doc/clean-water-srf-eligible-project-costs-0/download>

Attach an explanation of the basis of the cost estimate and reference the source of data.

If the project includes costs for police traffic detail, provide an explanation and detailed breakdown of the estimate.

The amount of financial assistance you are requesting is the calculated Total Project/Eligible Cost (\$) requested for this Project Evaluation Form.

**Cost Breakdown**

**Construction Contingency** shall be 10-percent of the estimated pre-bid construction contract costs.

**Construction Services** include the costs of bidding, general supervision, resident engineering, testing of materials, as-built plans, operations and maintenance manual, and start-up supervision.

**Design (Other)** costs are considered an eligible item for PFAS remediation design. MassDEP may limit the SRF loan for PFAS design projects to 10% of the construction cost of the remedy.

**Police** - Note that costs for police details are considered an administrative cost of the LGU and are not to be included in the bid items of the construction contract.

**Cashflow Schedule**

Provide a month-by-month project cashflow schedule covering the entire duration of the project, from start to completion. The cashflow schedule needs to be provided as part of the narrative.

**3. Local Funding Authorization**

- Identify the governing body empowered to commit funding.
- Identify the type of action required to authorize funding.
- If local funding has been authorized
  - Provide authorized amount.
  - Provide date of authorization and include a certified copy of the appropriation document.

**4. Other Assistance**

If this project is receiving funding from another federal, state, or local program outside of the SRF, please enter the amount(s) to be received.

**5. Permit Information**

If applicable, identify the permit type associated with this project: NPDES, groundwater, stormwater, or other.

[Massachusetts Individual NPDES Permit](#), [Medium Wastewater Treatment Facilities General Permits](#), [Small Wastewater Treatment Facilities General Permit](#), [Groundwater Permits](#)

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**PART III – PROJECT EVALUATION**

**Project Narrative**

The purpose of the project narrative is to allow applicants to concisely describe the nature of the problem and how the proposed project will address the issue. The narrative helps the MassDEP reviewers by providing a sense of what the proposal will address and provides the key areas on which the reviewer should focus.

**Guidance for Project Narratives**

MassDEP anticipates the narrative (without attachments) to be about 5 pages in length, but not more than 10 pages. The narrative must include a discussion of each of the following topics in the order presented below.

The narrative must be supported with documentation that verifies all claims associated with the problem being addressed. Any local, state, or federal enforcement actions that were taken to address the problem should be included with the documentation. Any engineering or planning report related to the problem being addressed should be submitted as an attachment to the PEF and include specific page references where the information is found.

Applicants should check all items that apply and are documented as described below. For each item checked, the applicant must provide details in the narrative including but not limited to: area(s) examined, information or conditions found, conclusions, etc. Please remember, if you are working from a planning document that addresses any of the items, provide a copy with the PEF documentation and include specific page references where the information is found.

- Briefly describe the objectives of the project. What water quality or public health issues are being addressed, and how severe are the problems?
- Describe the scope of the project and key facilities or tasks being proposed. Describe the environmental benefit that you anticipate will result from implementation of the strategy you plan to implement.
- Proponents are required to submit with the PEF a map of the project area with an overlay of the service system and any relevant resource areas.
- Describe planning efforts that have been undertaken to develop this proposal, including any alternative analysis. Note in the narrative the Comprehensive Wastewater Management Plan (CWMP) or Preliminary Engineering Report (PER) from which the project was developed, and how the project is consistent with the Plan or Report. Please provide a copy of the report with the PEF documentation.
- For all construction projects, provide the basis of cost estimates and engineering services costs.
- Project cashflow schedule.

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**PART IV – PROJECT RANKING AND EVALUATION**

For all applicable questions, please reference the corresponding support page number(s) within the narrative or attachment ID and provide comments/clarification as needed. If reference support page numbers are not supplied, the question(s) is/are not eligible to receive any points.

Please refer to the [CWSRF PEF Construction Ranking System](#) for more details.