

Welcome to eSRF

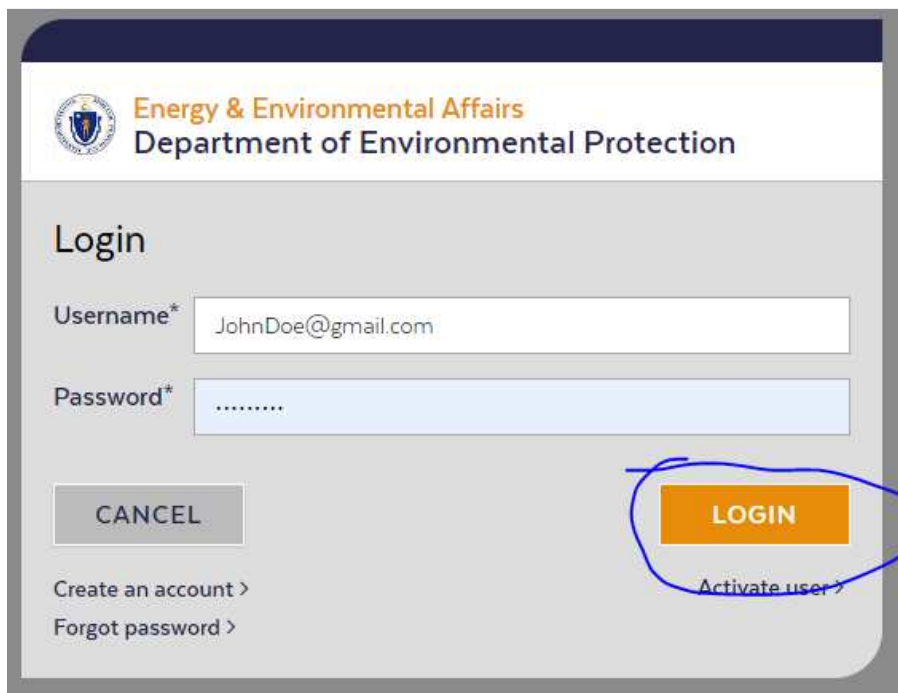
Instructions on how to create and submit online eSRF Project Evaluation Forms (PEFs)

If you have not created an account yet, please read the [Welcome to eSRF – Login Instructions.pdf](#)

- 1) The page below is the Login page for eSRF. Click on “**Login to eSRF**” to start.



- 2) Next enter your “**Username***” and “**Password***” click on “**Login**” button on lower right side.



eSRF Navigation Notes for all Screens*:

- a) To get back to the **Home** page click on the “**Home**” link in upper right corner
- b) To Log out of **eSRF** click on the “**Logout**” link in upper right corner
- c) To get back to the **Project Evaluation Forms** page click on the “**MyeSRF**” link in upper right corner
- d) The **eSRF** application will time out after 20 minutes if it is not in use and will default back to the **Login to eSRF** page.
- e) When navigating please remember to use links\ buttons on the top\bottom of pages and not the forward or back browser arrows.

* Please note that all pictures on this instruction document are just examples. Information on pages especially dates are subject to change.

- 3) The page below is your **Home** page where your Application link resides, click on “**Project Evaluation Forms**”



- 4) The page below is your **Project Evaluation Forms** page.



- a) Click on [“Create a new Project Evaluation Form”](#) to start a new PEF. Then click on respective PEF **“Create”** button. (Each PEF will be automatically assigned a unique **PEF No** (e.g., [DW-4600](#) or [CW-5000](#)))

State Revolving Fund (SRF) Loan Program
 MassDEP | Welcome Ping Yeel | Home | MyeSRF | Logout

PEF filing closes in 1108d 1h 21m 46s

Project Evaluation Forms 2024

The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce that the solicitation period for new drinking water and clean water projects seeking financing through the State Revolving Fund (SRF) Loan Program is now open. MassDEP Division of Municipal Services will accept Project Evaluation Forms (PEFs) for the 2024 round of financing until 12:00 PM, July 28, 2023.

Please only create the number of PEFs that you are actually going to use. When viewing historical reports please be aware that data may not be complete. Also be aware that once you SUBMIT your PEF the SRF Data Support Team will not be able to reopen your PEF.

If the header on the top of this page says the PEF portal is not available at this time, please email SRFMADEP@mass.gov with your name, company name, Headquarters' address, your phone number and your email address with "Requesting Access to eSRF" application in the subject line. The SRF Data Support Team will email you back a confirmation email once your eSRF application access set up has been completed for your email address.

What would you like to do next:

[Create a new Project Evaluation Form](#)

Clean Water Construction Project Evaluation form	<input type="button" value="Create"/>
Clean Water Planning/Asset Management Project Evaluation form	<input type="button" value="Create"/>
Drinking Water Construction Project Evaluation form	<input type="button" value="Create"/>
Drinking Water Planning/Asset Management Project Evaluation form	<input type="button" value="Create"/>

[Resubmit a Project](#)

[Edit or View an existing Project Evaluation Form or Report](#)

100 Cambridge St. Suite 900, Boston MA | Email: SRFMADEP@mass.gov

- b) Click on [“Resubmit a Project”](#) to create a new PEF and to link a previously submitted PEF. Use the pulldown to choose Local Government Unit and click on **“Search”** button. Choose a project from the display list. (Only CW and DW Construction (C) projects from within the last 3 years can be re-submitted.)

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PEF filing closes in 1108d 1h 23m 26s

Project Evaluation Forms 2024

The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce that the solicitation period for new drinking water and clean water projects seeking financing through the State Revolving Fund (SRF) Loan Program is now open. MassDEP Division of Municipal Services will accept Project Evaluation Forms (PEFs) for the 2024 round of financing until 12:00 PM, July 28, 2023.

Please only create the number of PEFs that you are actually going to use. When viewing historical reports please be aware that data may not be complete. Also be aware that once you SUBMIT your PEF the SRF Data Support Team will not be able to reopen your PEF.

If the header on the top of this page says the PEF portal is not available at this time, please email SRFMADEP@mass.gov with your name, company name, Headquarters' address, your phone number and your email address with "Requesting Access to eSRF" application in the subject line. The SRF Data Support Team will email you back a confirmation email once your eSRF application access set up has been completed for your email address.

What would you like to do next:

[Create a new Project Evaluation Form](#)

[Resubmit a Project](#)

You may resubmit a PEF only, if the PEF was submitted within the last 3 years by using the search function below:

Local Government Unit (LGU) Clean Water (CW) Construction (C)

[Edit or View an existing Project Evaluation Form or Report](#)

100 Cambridge St. Suite 900

- c) Click on [“Edit or View an existing Project Evaluation Form or Report”](#) to view all of your PEFs and their status/reports listed on the bottom of this same page.
- To view/edit a PEF double click on the **PEF No** (e.g., [CW-12325](#)) of your choice in the first column to view the PEF. Only PEFs that have **not** been submitted are viewable through the page below. Once the PEF has been submitted you may only view the PEF report. To view a PEF report click on the **“report icon”** located in the last column of the same row.

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PEF filing closes in 1108d 1h 44m 39s

Project Evaluation Forms 2024

The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce that the solicitation period for new drinking water and clean water projects seeking financing through the State Revolving Fund (SRF) Loan Program is now open. MassDEP Division of Municipal Services will accept Project Evaluation Forms (PEFs) for the 2024 round of financing until 12:00 PM, July 28, 2023.

Please only create the number of PEFs that you are actually going to use. When viewing historical reports please be aware that data may not be complete. Also be aware that once you SUBMIT your PEF the SRF Data Support Team will not be able to reopen your PEF.

If the header on the top of this page says the PEF portal is not available at this time, please email SRFMADEP@mass.gov with your name, company name, Headquarters' address, your phone number and your email address with "Requesting Access to eSRF" application in the subject line. The SRF Data Support Team will email you back a confirmation email once your eSRF application access set up has been completed for your email address.

What would you like to do next:

[Create a new Project Evaluation Form](#)

[Resubmit a Project](#)

[Edit or View an existing Project Evaluation Form or Report](#)

To view/edit a PEF double click on the **PEF No** (eg. [DW-4600](#)) of your choice in the first column to view the PEF. Only PEFs that have **not** been submitted are viewable through the page below. Once the PEF has been submitted you may only view the PEF report. To view a PEF report click on **report icon** located in the last column of the same row.

Type: C=Construction, A=Asset Management, Status: PPL=Project Priority List

PEF No	Type	Local Government Unit (LGU)	Project Name	Year	Submitted	Status	Last Updated User	Last Updated Date	Report
CW-12325	C	Adams	dffd	2024	<input type="checkbox"/>	PPL	Addis Abebe	04/28/23 12:05:20 PM	

- 5) As you follow the screens, the PEF pages have self-explanatory instructions. You can work on as many PEFs as needed and are welcome to keep **“Project Notes”** in the box shown below for each PEF.

State Revolving Fund (SRF) Loan Program
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2024 Clean Water Construction PEF CW-12325
LGU: ADAMS Last Modified 4/28/2023 12:05:20 PM Addis Abebe

Instructions to Applicant - PART I, PART II, PART III and PART IV

The Massachusetts Clean Water State Revolving Fund (CWSRF) provides low cost financing to help wastewater infrastructure comply with federal and state requirements. The purpose of the Clean Water SRF Project Evaluation Form (CW PEF) is to enable MassDEP to prioritize for funding assistance projects that address the most serious risk to human health and the environment that are needed to ensure compliance with state and federal wastewater discharge requirements, and address wastewater systems most in need based on state affordability criteria.

MassDEP strongly encourages municipalities to perform energy audits and include energy-efficiency components in their proposals. MassDEP also will offer financial assistance support for renewable-energy generation projects, especially those proposing anaerobic digestion at treatment facilities. In addition, MassDEP will lend its support to applicants for any federal grants that may become available for renewable-energy projects. PEFs that include energy savings and energy generation components will be awarded additional points in scoring and ranking the proposals.

Please see the Instructions and Guidance document for help in completing this PEF: <https://www.srfmadep.com/state-revolving-fund-applications-forms/cw/cwpef.pdf>

Under the Tier Classification System, incoming PEF proposals are ranked into one of five Tiers, each having a set point value.

- Tier V projects proposed by applicants to eliminate or mitigate documented high threats to public health and/or high impacts to the environment to address noncompliance under high level enforcement (HLE) orders, or projects being implemented consistent with an area-wide wastewater management plan under section 208 of the federal Clean Water Act, 33 U.S.C. 1288 or a suitable equivalent plan determined by the Department of Environmental Protection, or projects to comply with other water pollution control requirements. These proposals would include projects designed to address or correct an exceedance of an NPDES permit limit, groundwater discharge permit limit, projects intended to achieve a final Total Maximum Daily Load (TMDL), projects being implemented consistent with a Comprehensive Water Resources Management Plan (CWMP), Long-term CSO Strategy, Stormwater Management Plan, or an area-wide Water Quality Management Plan, or projects to abate contamination of a drinking water source.
- Tier IV projects proposed to protect public health and the environment by addressing imminent threats to the major elements of wastewater conveyance, treatment and discharge systems.
- Tier III projects proposed to eliminate or mitigate documented threats to public health and/or impacts to the environment by addressing pollutant discharges and system failures that are not under an enforcement order or HLE to be completed and are proactive in nature to avoid a worsening problem.
- Tier II projects proposed to upgrade, rehabilitate, or replace wastewater infrastructure components that are approaching the end of their planned useful life cycle, but are neither subject to an enforcement order, nor are being recommended in a MassDEP-approved wastewater management plan or engineering report. Although the infrastructure components may be currently operating with only minor problems, rehabilitation or replacement is proposed to proactively address the issue before problems occur.
- Tier I projects that focus on nonpoint source or wastewater pollution abatement, based on recommendations from local planning studies. Projects would not target an ongoing contamination issue, or projects that do not pose a threat to sensitive receptors.

Secondary factors such as affordability, population, energy savings, sustainable development, and watershed management enhancement will also be given priority under this rating system. Priority also will be given to projects proposing innovative technologies to address water-quality issues. However, the Tier System is designed such that even if a project qualifies for the maximum amount of secondary factor points, the project cannot be elevated to a higher Tier.

In addition to completing the questions, you will be able to upload relevant project documents. You must include a detailed narrative of the project to justify the Tier classification you select.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE GOING TO - PART I

- 1) Please use the "SAVE" button to continue application form at a later time.
- 2) REMEMBER TO USE THE "SAVE" BUTTON on bottom of screen, otherwise the data entered may be lost.
- 3) Please be advised that the "SUBMIT" button will formally close your application and a confirmation email will be sent to you.
 - Once SUBMITTED the SRF Data Support Team will not be able to re-open your application.
- 4) Remember to upload your supporting document files by using the "Upload" function at the end of the application form.
- 5) If you do not plan to submit this PEF, please put note into comment box below "NOT SUBMITTING THIS PEF PLEASE CANCEL".

Thank you,
SRF Data Support Team
srfmadep@mass.gov

Project Notes:

Free comments area for applicant use

100 Cambridge St. Suite 900, Boston MA Email: SRFMADEP@mass.gov